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ABSTRACT

This long range plan was prepared to satisfy the requirements of the Library Services and Construction Act (LSCA), P.L. 98-480 and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission. The plan provides a framework for the establishment or expansion of programs to carry out the purposes mandated by the state and federal governments. The first four chapters provide an overview of the Statewide Library Development Program of the Texas State Library, including an assessment of the current situation of libraries in Texas and the goals and objectives for improving library services in Texas in coming years. More detailed information on the Library Development program is provided in the appendices, which include: Resource Sharing Plan for fiscal years 1986-1988; Evaluation and Criteria (for projects included in the annual program); Dissemination of LSCA Information; Coordination of LSCA Programs with Institutions of Higher Education and Public Schools; and policies and procedures for the allocation of Title I, Title II, and Title III funds. (THC)

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The Long Range Plan for Statewide Library Development in Texas 1986-1988

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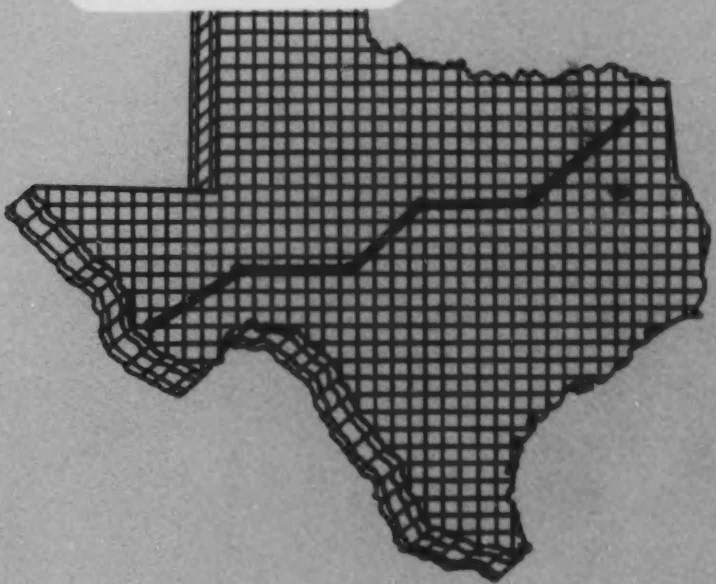

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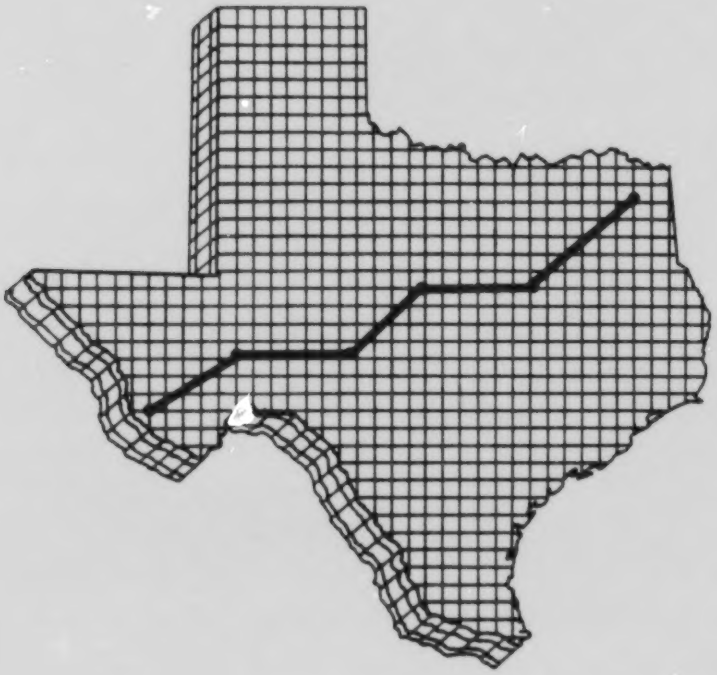

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PREFACE

The Long Range Plan for Statewide Library Development in Texas: 1986-1988 is the distillation of many hours of discussion and planning, on the part of many individuals, including Texas State Library staff as well as other librarians and lay persons throughout Texas. The first four chapters give an overview of the Statewide Library Development Program of the Texas State Library. An assessment of the current situation of libraries in Texas is provided along with the goals and objectives for improving library services in Texas in the coming years. The appendices following Chapter 4 provide more detailed information about the Library Development program. These include a Resource Sharing Plan (Appendix A) prepared by Edward Seidenberg of the Library Development staff.

The Long Range Plan goals and objectives are fully consistent with the Biennial Plan for 1986-87 submitted to the Legislative Budget Board of the Texas Legislature in June of 1984.

The Library Development Division would appreciate receiving any questions, comments, or suggestions concerning the Long Range Plan.

Jim Scheppke
Library Development Division
March 15, 1985

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Chapter 1

INTRODUCTION TO THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT

PURPOSE OF PLAN

The Texas Long Range Plan for Library Development 1986-1988 has been prepared to satisfy requirements of the Library Services and Construction Act, P.L. 98-480 and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission.

Under the Library Services and Construction Act, federal funds are provided to assist states to:

- Establish, extend, and improve public library services in areas of the state that are without these services or where services are inadequate;
- Construct public libraries;
- Establish, extend, and improve library service to the handicapped, the institutionalized, disadvantaged persons, persons with limited English speaking ability, the aged, and those in need of literacy training;
- Provide assistance to libraries to serve as community information and referral centers;
- Strengthen the state library agency;
- Strengthen major urban resource libraries;
- Engage in planning for cooperative library networks and for statewide resource sharing;
- Establish, expand, and operate library networks to serve public, academic, school, and special libraries;
- Increase services and access to services through effective use of technology.

The Texas Legislature has charged the Texas State Library and Archives Commission with the following duties:

- Aid and encourage development and cooperation in all types of libraries;
- Supervise county public libraries by visiting, advising, and assisting;
- Give advice on the establishment of public libraries, conducting library institutes and encouraging library associations;
- Collect reports on the holdings, services, staff, and budgets of public libraries;
- Ascertain the condition of all Texas public libraries and report these to the Commission;
- Adopt a state plan for improving public libraries and for public library construction;
- Establish and develop a state library system.

The Long Range Plan provides a framework for the establishment or expansion of programs to carry out the purposes mandated by the state and federal governments.

DEVELOPMENT OF PLAN

Planning for Statewide Library Development involves the efforts of many librarians and lay persons throughout the state. These groups and individuals, and their roles and responsibilities, are as follows:

Major Resource Systems

The ten major resource systems, whose budgets total 70% of the budget for Statewide Library Development, engage in extensive planning efforts, the results of which are incorporated in the Long Range Plan. Most of the systems have established planning committees made up of librarians and lay representatives. The committees may be organized by system program (Collection Development, Audiovisual Services, etc.) or by geographic subregion of the system. Some systems incorporate both types of planning committees. The results of the committee deliberations must ultimately be approved by the System Advisory Councils, which are seven-member lay boards elected by the lay representatives from each member library. Every two years, in even-numbered years, systems must submit a long range plan for the upcoming state biennium. Approved service objectives from these plans are incorporated in the Texas State Library and Archives Commission budget proposal to the Texas Legislature.

Library Systems Act Advisory Board

The Library Systems Act Advisory Board is a five member board, made up of librarians, appointed by the Commission. The Board meets several times a year to review the rules and regulations which govern the Texas Library System as well as other administrative policies and guidelines for the system program. The results of their actions and recommendations are incorporated into long range planning for system services.

Library Services and Construction Act Advisory Council

The LSCA Council is comprised of 13 members, some of which are librarians and some lay persons. The Council is appointed by the Commission to represent various areas of the state, as well as various disadvantaged library user groups, and sizes and types of libraries. The LSCA Council makes recommendations concerning programs which are funded entirely or partially with federal LSCA funds. They review and approve the Long Range Plan, the Annual Program, and the Basic State Plan for Statewide Library Development. The suggestions and recommendations of the LSCA Council are incorporated into long range planning for federally funded programs.

The State Librarian

The State Librarian is the executive and administrative officer of the Commission. As such he assists the Commission in the formulation of policy and sees to the administration of programs authorized by the Commission in accordance with state and federal statutes. Under the Library Systems Act, the State Librarian must approve annual plans of service submitted by the major resource systems. The State Librarian appoints the staff of the Library Development Division which sees to the day-to-day administration of the plans for statewide library development.

The State Library and Archives Commission

The State Library and Archives Commission is the governing body which oversees all of the programs of the Texas State Library. The Commission is comprised of six members, appointed by the Governor and approved by the State Senate to serve six-year terms. The Commission must approve all policies, programs, and plans which result from the planning activities described above as part of their overall responsibility for fostering the development of library services in Texas.

MISSION AND GOALS

The mission of the Texas State Library is to expand public access to the resources of all types of libraries, provide assistance to Texas libraries, and increase use of libraries by all Texans.

In accordance with this basic mission, five major goals have been established for Statewide Library Development in the years 1986-1988:

GOAL 1 To assist in financing and supporting improved library services and increased library resources in Texas.

GOAL 2 To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

GOAL 3 To provide public library service in unserved areas and encourage public libraries to form into larger units of service.

GOAL 4 To provide training and information on all aspects of library services to librarians and library users.

GOAL 5 To improve library service to persons with special needs by providing programs aimed at selected groups.

Chapter 2

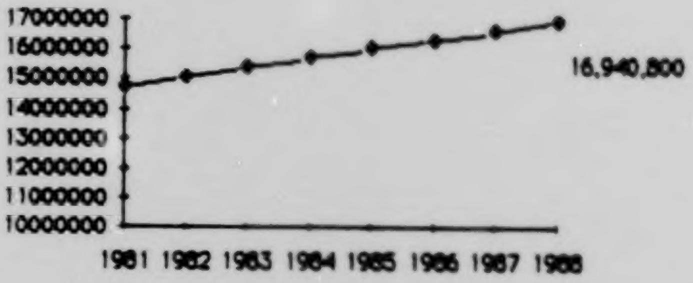
LIBRARY DEVELOPMENT IN TEXAS

TEXAS AND ITS LIBRARIES

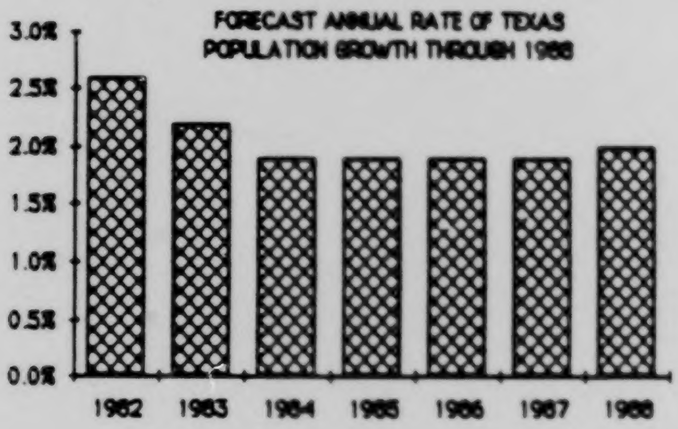
As Texas moves into the latter half of the 1980's, the general pattern of growth and development characteristic of the early 1980's is expected to continue, though at a somewhat slower pace.

Presently Texas ranks second in area and third in population among the 50 states. The 1982 U.S. Census Bureau estimates indicate the population of Texas as totaling 15,279,180, a remarkable 7.4 percent increase over the official 1980 figure. The Bureau of Business Research at the University of Texas at Austin has forecast continued growth, predicting a population by 1988 of 16,940,800.

FORECAST FOR TEXAS POPULATION THROUGH 1988

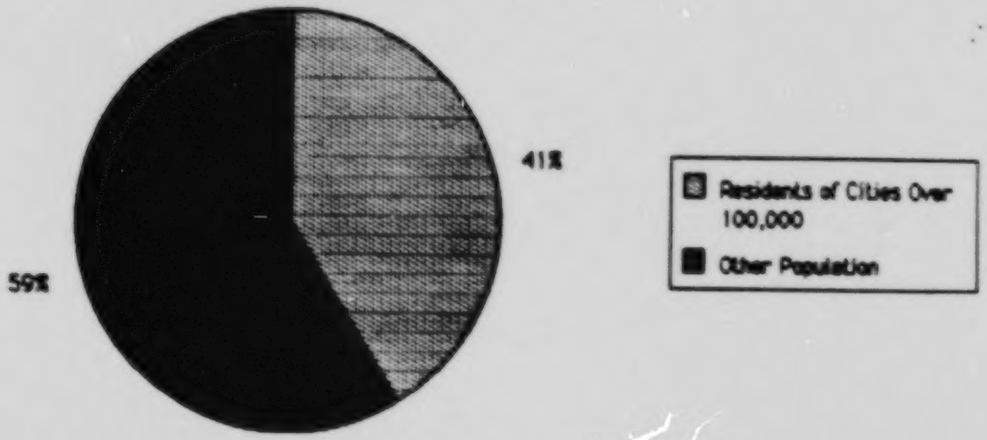


And yet these forecasts also indicate a much slower rate of population growth than occurred in the early 1980's when dramatic oil price increases caused a temporary surge in the Texas economy which drew many new residents to Texas. The Bureau of Business Research forecasts only a 1.9 percent to 2 percent annual growth rate for Texas population in the latter half of the 1980's.


FORECAST ANNUAL RATE OF TEXAS POPULATION GROWTH THROUGH 1988

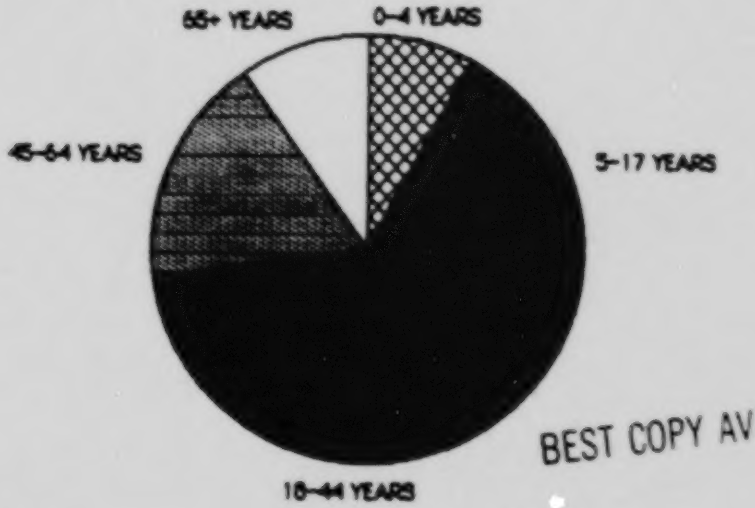
The rapid urbanization of Texas is a significant trend that will continue in the coming years. Texas is the only state with three cities among the ten largest in the country. According to U.S. Census Bureau estimates, two more cities passed the 100,000 population mark between 1980 and 1982 (Odessa and Abilene) bringing the total number of major urban areas to 15. Approximately 41 percent of all Texans live in one of these fifteen large cities.

ESTIMATED TEXAS POPULATION IN
CITIES OVER 100,000: 1982



The age distribution of Texas residents according to the Census Bureau's 1980 figures shows a predominance of persons 18-44 years of age.

AGE DISTRIBUTION IN THE TEXAS POPULATION:
1980



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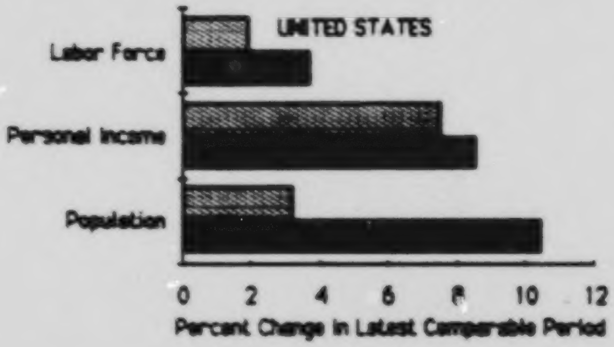
This distribution is expected to change only gradually, with a slight aging of the overall population by 1988.

The Texas economy was among the most robust in the nation throughout the early 1980's, due to a healthy oil economy in the early 1980's and an influx of new service and manufacturing industries during this period. According to the Bureau of Business Research, Texas easily outpaced the rest of the country, taken as a whole, in growth of incomes, labor force, and population in the early 1980's.

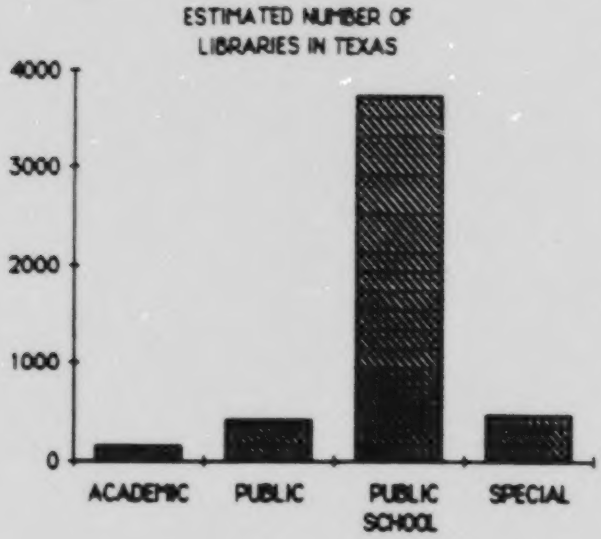
COMPARISON OF ECONOMIC INDICATORS FOR
TEXAS AND THE U.S.



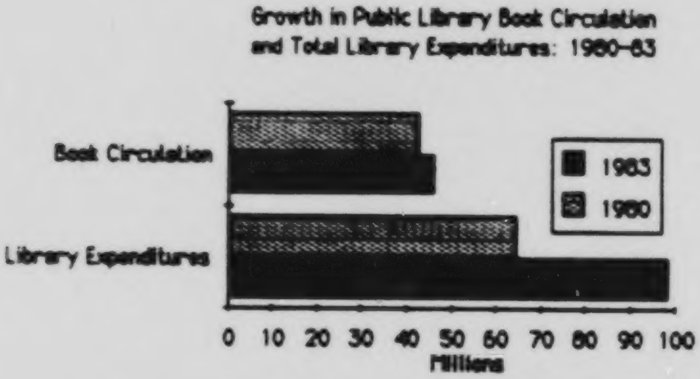
The Bureau does not, however, expect this very rapid economic growth and development to be sustained into the late 1980's. The oversupply of oil and consequent drops in price have hurt the Texas economy, much of which is dependent on a healthy petroleum industry. Problems in the agricultural economy have also hurt areas of the state and retarded growth. On the other hand, the Bureau predicts a long term trend of decreased dependence on such resource-based sectors in sustaining a strong Texas economy. Where in 1981, over 18 percent of the state's gross product was attributable to agricultural and mining (mostly oil and gas) activity, by the year 2006, the Bureau forecasts this proportion to drop to under 6 percent.

The late 1980's may prove to be a time of transition from the "boom" years of the early 1980's which were fueled by the skyrocketing price of oil, to a more sustainable and ultimately more healthy Texas economy based primarily in manufacturing and service industries.

There is little doubt that Texas libraries benefited from the rapidly growing Texas economy in the early 1980's. As of the mid-1980's, the number of public libraries had risen to 425; academic libraries totaled approximately 146, special libraries, 456, and public school libraries, over 3,700.

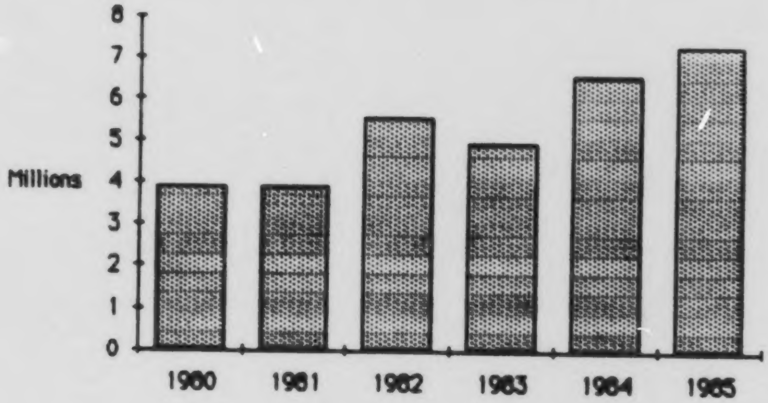


To use public libraries as an example of this growth, between 1980 and 1983, total public library expenditures from local sources showed an increase of 53 percent to nearly 100 million in 1983. Inflation absorbed much of this increase; however, an increase in services was also seen during these years. Book circulation, for example, increased by nearly 8 percent over this period.



State support of public libraries through the Texas Library System program realized a similar increase in the early 1980's. Between SFY 1980 and 1985, system funding, comprised of state and federal funds, rose by over 86 percent.

GROWTH IN FUNDING FOR TEXAS PUBLIC LIBRARY SYSTEMS: 1980-85

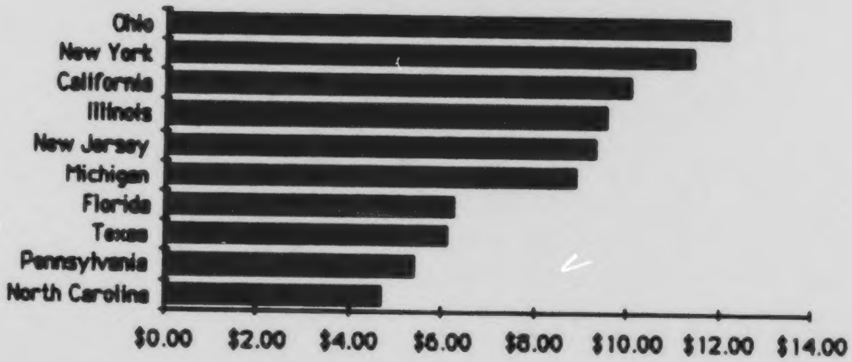


Similar growth in funding and services also occurred in other types of libraries in the early 1980's.

At the same time, it is important to note that, in many ways, Texas libraries began the 1980's in an inferior position relative to most of the other large states; so that despite the growth in funding and services, it is not clear that the need for library development in Texas has lessened to any great degree.

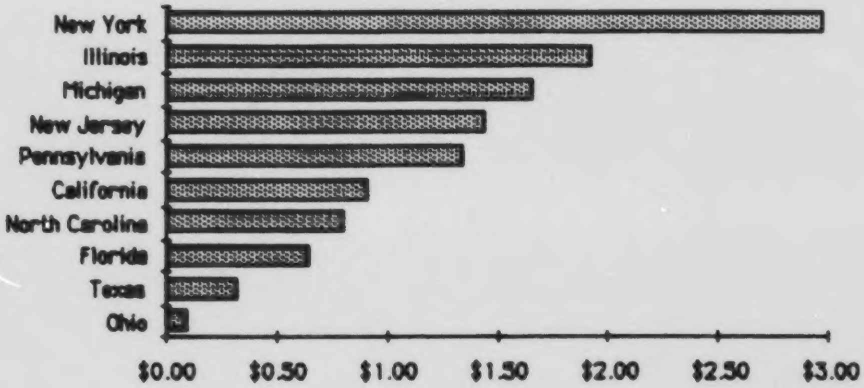
Again, to use public libraries as an example, in 1982 Texas public libraries expended approximately $6.14 per capita from local sources for library services. This amount was considerably less per capita than in most other major states.

PER CAPITA LOCAL EXPENDITURES FOR PUBLIC LIBRARY SERVICE IN THE TEN LARGEST STATES: 1982



Figures for state aid to Texas public libraries in 1984-85 tell a similar story. In 1984-85, when the State of Texas expended approximately $.33 per capita to aid public libraries, states such as New York and Illinois were expending many times this amount ($2.98 and $1.93, respectively). Even Michigan, with its lingering economic difficulties, was able to support public library services at a level five times greater than the State of Texas.

PER CAPITA STATE AID TO PUBLIC LIBRARIES IN
THE TEN LARGEST STATES: 1984-85



As Texas libraries move into the latter half of the 1980's the need for continued growth and development remains. Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive assistance through the public library systems. Continued population growth in urban areas has resulted in continued pressure for more facilities, staff, and library materials to meet the demand for public and school library services. The Texas Education Agency reports that as many as 1,000 public schools in Texas may still be without a library. The decline in state revenues as a result of the worldwide oil glut may mean a looming funding crisis for libraries in state colleges and universities. Significant programs of cooperation between all types of libraries in Texas has only barely begun and is largely non-existent outside of major urban areas.

Whether Texas libraries can continue to grow and develop in the late 1980's is an open question, from the perspective of the present. The transition predicted by economists from a resource-based economy to a service and manufacturing-based economy in Texas may be a difficult and painful one for libraries and for other public sector agencies which are dependent, to a greater or lesser degree, on tax revenues generated by oil and gas production and related industry. Making good use of what tax resources are available, and continuing to seek improvement and development in a slower-growth environment will likely provide the challenge for library development through the end of the decade.

THE TEXAS STATE LIBRARY

The Texas State Library is the agency of state government charged with seeing to the continued development of library services in the state.

The Texas State Library had its official beginning in 1839 when President Mirabeau B. Lamar signed a proclamation establishing a library for the Republic of Texas. In 1909 the Texas Legislature created the State Library and Archives Commission. It is composed of six members appointed by the Governor and approved by the Senate. The State Librarian is the executive and administrative officer of the Commission.

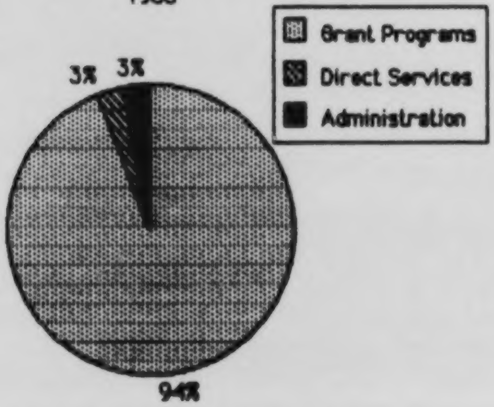
After passage of the federal Library Services and Construction Act in 1965, the Texas State Library was designated by the Texas Legislature as the agency to administer funds to be available under this legislation.

The 1969 Library Systems Act greatly increased the responsibilities of the State Library and created the Texas Library Systems Act Advisory Board. This five member board advises the State Librarian regarding rules and regulations under the Systems Act.

The Texas State Library is organized into six divisions and an Administrative Support Service. The Archives Division maintains, and makes available for research, official records of Texas. The Blind and Physically Handicapped Division is one of the 56 such regional libraries, and is designated by the Library of Congress to circulate special reading materials for the blind and physically handicapped throughout the state. The Information Services Division provides services to state government, federal and state documents depository libraries in Texas, and to all citizens interested in tracing their family history through an extensive collection of genealogical materials. The Records Management Division is charged with the responsibility of managing all public records for the state. The Regional Depository and Local Records Division administers the Regional Historical Resources Depository Program, a collection of inactive county, city and school records.

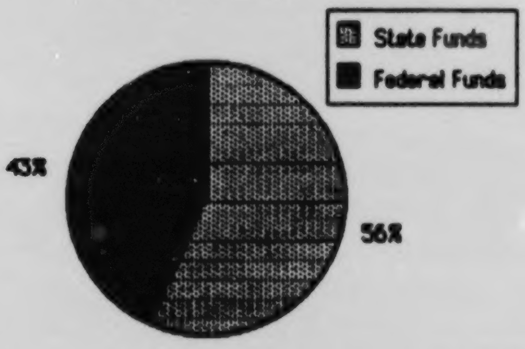
The Library Development Division of the Texas State Library is the division responsible for administering programs to improve library services for all Texans. The division provides direct assistance through its programs of consulting, continuing education and publicity, as well as providing assistance indirectly by means of making grants to a variety of libraries throughout the state. In SFY 1985, grants made to public and academic libraries, as well as to library consortia in the state, will account for 94 percent of the division budget, with direct services and administration each accounting for approximately 3 percent.

STATEWIDE LIBRARY
DEVELOPMENT BUDGET FOR SFY
1985



The Library Development Division utilizes state funds appropriated by the Legislature in addition to federal funds made available under the Library Services and Construction Act. These federal funds currently make up 43 percent of the division budget.

PERCENTAGE OF STATE AND FEDERAL FUNDS
IN THE STATEWIDE LIBRARY DEVELOPMENT
BUDGET: SFY 1985



Among the direct services which the Library Development Division presently offers to assist libraries and librarians in the state are the following:

- Consulting Services. Librarians, trustees, and other interested persons may receive special assistance on all aspects of library development and library operations from several consultants employed by the division. Consultants have special skills in outreach services to the disadvantaged, minorities, and handicapped; in library services for state residential institutions; in establishing library services in unserved communities; and in automation of library functions.

- Continuing Education. Each year the State Library conducts workshops for librarians and trustees to gain or update their skills. Topics have included reference interview techniques, evaluation of library services, children's programming, services to the aging, services to the handicapped, services to Hispanics, using volunteers, and microcomputer applications. Every two years members of the Public Library System Advisory Councils attend a conference sponsored by the State Library to acquaint them with the Texas Library System. Information on upcoming workshops and conferences is published in Library Developments, the division's newsletter.

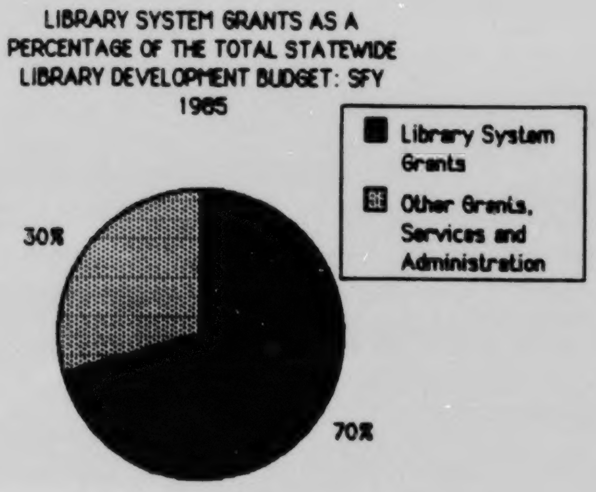
- Library Science Collection. Any Texas resident may call toll-free to request information or materials about libraries, library science, or information science from a collection of 4,000 books and periodicals, vertical file materials, audiocassettes and videocassettes. A microfiche catalog of holdings is distributed quarterly to 50 libraries, and an annotated list of new additions to the collection is published every two months in Library Developments, the division's newsletter. A circulating collection of over 1,000 videocassettes in 3/4" U-matic format provides video programming material to over 170 Texas libraries. Public libraries and libraries in colleges, universities, state agencies, and institutions may request individual titles by calling toll-free. A variety of subject areas including humanities, science, history, management, literature, biography, and adventure are available on levels suitable for preschoolers to adults. Videocassette packet collections of 25 cassettes each rotate on a semiannual basis to participating public libraries for use in educational and recreational programming.

- Texas Reading Club. The Texas Reading Club offers an annual theme to attract children to the joys of reading. Free promotional materials include four-color posters, bookmarks, certificates, and reading logs. In addition, each library receives a manual with suggestions for programs, games, group activities, and reading lists based on the theme concept. Themes of recent years were SPORTS SPLASH, MONSTER MADNESS, SPACE CAPERS, READING RODEO, and MAGICAL MYSTERIES. More than 300,000 children participate in the program each year.

As was noted above, most of the activities of the Library Development Division are carried on by means of subgrant contracts with libraries and consortia to accomplish specific service objectives for statewide library development. The current subgrant programs offered by the division are as follows:

- Texas Library System. In 1969 the Texas Legislature authorized the organization of library systems to improve library services and to make resources accessible to all residents of the area that the member libraries collectively serve. The Texas State Library and Archives Commission designated the public libraries in Abilene, Amarillo, Austin, Corpus Christi, El Paso, Fort Worth, Garland, Houston, Lubbock, and San Antonio as Major Resource Centers to provide services to libraries within a specific region. Each year the State Library awards grants to Major Resource Center libraries to provide these services. The grants may be utilized to purchase library materials and audiovisual equipment, train library staff, loan films, provide library data processing services, offer consulting services, loan rotating and extension collections, assist with literacy training programs, or provide mail delivery of paperbacks to people who are homebound or are not served by a public library in their county.

  The Texas Library System program is by far the largest program administered by the division, accounting, at present, for approximately 70 percent of the divisional budget.



LIBRARY SYSTEM GRANTS AS A PERCENTAGE OF THE TOTAL STATEWIDE LIBRARY DEVELOPMENT BUDGET: SFY 1985

- Texas State Library Communications Network. The interlibrary loan services provided by TSLCN allow users of public, academic, or special libraries to borrow from other libraries materials that are unavailable at their local library. To operate this program, the Texas State Library contracts with 10 of the largest public libraries and 30 college libraries to fill or refer requests for materials submitted by public, academic, or special libraries. Reference questions which cannot be answered may also be referred to the interlibrary loan center at the library in Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, or San Antonio.

- Grants for Multitype Library Cooperation. Title III of the Library Services and Construction Act provides funds to finance projects that demonstrate cooperation and coordination among public, academic, special, or school libraries. Eligible projects must involve or provide services to at least two of the above types of libraries. Application guidelines are published each January to assist applicants in developing proposals for evaluation by the LSCA Advisory Council, a group of 13 citizens and librarians. Successful applications are funded for a one-year period beginning in September.

- Major Urban Resource Library Grant Program. MURLs grants are made to public libraries in cities with over 100,000 population to assist the libraries in serving persons outside their tax-supporting area. Services provided by the Major Urban Resource Libraries include onsite use of collections, onsite and telephone reference services, and circulation of materials to non-residents.

- Interlibrary Loan Resource Center Bibliographic Network. The State Library financially supports cataloging in the OCLC database by 10 public libraries: Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, and San Antonio. The materials in these libraries can be identified by other libraries able to search the OCLC database and may be borrowed by placing an interlibrary loan request.

- Establishment and Incentive Grant Programs. Counties without a public library may apply for assistance in establishing public library services. Applications are mailed to eligible counties in January and are due at the State Library June 1. Counties are eligible for $20,000 per year for up to three years. Counties with independent libraries may apply for assistance in establishing a county library federation. Applications are available in January and are due at the State Library June 1. Counties are eligible for $20,000 per year for up to three years.

- Institutional Grants Program. Under the federal Library Services and Construction Act, Title I funds for the purchase of library materials are available to state institutions that provide library services to their residents. Eligible institutions may order library books and audiovisual materials through the State Library. Applications are mailed to interested state institutions each year. The minimum grant is $400 per institution with additional funding available to match the institutional library's expenditures for library materials.

Chapter 3

GOALS, OBJECTIVES AND TASKS FOR STATEWIDE LIBRARY DEVELOPMENT

The following are the major goals for Statewide Library Development in Texas, along with specific objectives and task statements which represent an action plan for State Fiscal Years 1986-88.

GOAL 1 To assist in financing and supporting improved library services and increased library resources in Texas.

Objective 1.1: To award system operation grants to the library systems.

Task 1.11 Increase the number of persons served by Texas library systems as follows:

1986	1987	1988
12,900,000	13,500,000	14,100,000

Task 1.12 Purchase library materials through the library systems to support local library and system services as follows:

1986	1987	1988
239,240	228,100	217,480

Task 1.13 Achieve attendance at system-supported 16mm film showings as follows:

1986	1987	1988
6,586,792	6,834,628	7,091,789

Task 1.14 Achieve attendance at system-supported videocassette and filmstrip showings as follows:

1986	1987	1988
1,739,109	2,642,097	4,013,938

Task 1.15 Achieve circulations from system extension collections (books, cassettes, art prints) as follows:

1986	1987	1988
112,255	114,445	122,875

Task 1.16 Distribute 2 million pieces of publicity materials through the library systems each year.

Task 1.17 Achieve annual circulations of library materials utilizing system-supported automated circulation systems as follows:

1986	1987	1988
5,317,750	5,367,750	5,418,220

Objective 1.2: To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally.

Task 1.21 Compensate the Major Urban Resource Libraries for the services they provide without charge to persons outside of their tax-supporting area, in order to ensure continued availability of one or more of the following non-resident services: on-site use of the collection, use of reference services, and/or circulation of library materials.

Objective 1.3: To assist in upgrading facilities of public libraries through the administration of LSCA Title II grants, when funding for Title II is available.

Task 1.31 Maintain current information on the need for improved public library facilities by conducting periodic surveys.

Task 1.32 Award and administer grants to public libraries for construction, expansion, and renovation of public library facilities.

Objective 1.4: To provide financial and program accountability through the administration of state and federal funds.

Task 1.41 Prepare Biennial Budget for Statewide Library Development:

In even-numbered fiscal years, prepare a biennial budget for the Statewide Library Development Program by April 30;

submit a six-month performance and expenditure report to the Legislative Budget Board by March 31 each year;

submit an annual performance and expenditure report to the Legislative Budget Board by September 30 each year;

in even-numbered fiscal years, prepare a biennial report, and in odd-numbered years an annual report, for the Statewide Library Development Program by September 30.

Task 1.42 Monitor and Revise Rules for Administering the Library Systems Act for the Texas Library System:

In odd-numbered years, receive library System Advisory Council and member librarians' recommendations for changes or improvements in Rules and Regulations for the Texas Library System by March 31;

in odd-numbered years, seek advice on improvements in Rules and Regulations for Texas Library System from Library Systems Act Advisory Board, Library Services and Construction Act Advisory Council, Major Resource Center directors, and regional system coordinators by May 31;

in odd-numbered years, disseminate to the public proposed Rules for the Texas Library System by July 31;

in odd-numbered years, hold a public hearing on proposed Rules for the Texas Library System by October 31;

in odd-numbered years, publish Texas Library System Rules as adopted by the Texas State Library and Archives Commission by November 30.

Task 1.43 Prepare LSCA Annual Report:

a. Expenditure Reports

Complete analysis of subgrantee request for funds by March 31 each year;

complete analysis of subgrantee request for funds by September 30 each year;

compile state, public, and institutional library expenditure reports for the federal fiscal year by October 31 each year.

b. Audit

Mail audit manuals to all subgrantees by August 31 each year;

request copies of all subgrant audits not received for those subgrantees not on "single audit" by March 31 each year;

complete a review of all audits, and equipment inventory reports for compliance with grant agreements and contracts and prepare a report of audit exceptions by April 30 each year;

resolve audit exceptions and receive or make payments prior to release of new grants and subcontracts by June 30 each year.

c. Inventories

Receive and summarize equipment and film purchases by subgrantees by September 30 each year;

reconcile equipment and film purchases reported on inventory forms with expenditures cited in audits by April 30 each year;

conduct a biennial inventory of all grant purchased property.

d. Performance

Complete a six-month review of subgrant performance reports and select subgrantees requiring on-site evaluation or withholding of funds by April 30 each year;

conduct at least three on-site evaluations of subgrantees by August 31 each year;

prepare Institutional Libraries Statistical Reports by November 30 each year;

prepare and submit to the U.S. Department of Education the LSCA Annual Report (performance and expenditure) by December 31 each year.

Task 1.44 Conduct Planning Activities

Complete Statistical Needs Assessment of criteria identified in LSCA Long Range Plan by September 30 each year.

Complete goal and policy option identification for LSCA Long Range Plan by November 30 each year.

Receive LSCA project staff recommendations regarding LSCA Long Range Plan goals, policy options, criteria, and alternate programs by November 30 each year.

Complete draft of LSCA Long Range Plan Updates by February 28 each year.

Seek the review and approval of the LSCA Advisory Council on the Long Range Plan Updates and project planning options by May 31 each year.

Present the LSCA Long Range Plan to the Texas State Library and Archives Commission for approval by June 30 each year.

Publish and disseminate the LSCA Long Range Plan Update by July 31 each year.

Task 1.45 Prepare LSCA Annual Program

Complete analysis of need indicators used for Statewide Library Development Program by January 31 each year.

Complete census data analysis of LSCA priority target groups and geographical areas for LSCA Annual Program January 31 each year.

Complete preparation of application and reporting guidelines for subgrant projects such as incentive, establishment, interlibrary cooperation, etc. for inclusion in LSCA Annual Program by February 28 each year.

Prepare and print a draft of an Annual Program as required in LSCA Rule 130.20 by March 31 each year.

Seek the advice and approval of the LSCA Advisory Council and the LSCA Program Officer on the Annual Program and make appropriate revisions by May 31 each year.

Present the LSCA Annual Program to the Texas State Library and Archives Commission for approval by June 30 each year.

Notify the Governor's Budget and Planning Office of an intent to apply for LSCA funds by May 30 each year.

Complete the Texas Review and Comment System Process in the Governor's Budget and Planning Office by August 31 each year.

Receive approval of the LSCA Annual Program from Department of Education Program Officer by September 30 each year.

Task 1.46 Conduct Program Administration Activities

Mail guidelines for preparation of library systems' annual program and budget by January 1 each year.

Mail guidelines for preparation of interlibrary loan budgeting by January 31 each year.

Mail application and reporting guidelines for incentive, establishment, interlibrary cooperation grants by January 31 each year.

Receive ten interlibrary loan referral center grant applications and budgeting data by March 31.

Complete interlibrary loan trend analysis and workload projection by March 31 each year.

Receive ten library systems' annual program and budget by April 1 each year (by February 1 in even-numbered years).

Mail tentative interlibrary loan contracts and budgets to referral center libraries for their review and comment by June 1 each year.

Receive applications for funding for incentive, establishment and interlibrary cooperation grants by June 1 each year.

Mail a letter to systems specifying objections to a system's annual program and budget by June 30 each year.

Complete negotiations with referral center libraries and mail final interlibrary loan contracts by July 15 each year.

Review staff recommendations for approval of subgrantee awards with the Texas State Library and Archives Commission and receive authorization for awards by August 1 each year.

Mail contracts for systems by August 1 each year and mail contracts for other subgrantee awards by August 15 each year.

Mail contracts and service agreements to academic libraries to reimburse them for interlibrary loans to public libraries by August 15 each year.

GOAL 2 To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

Objective 2.1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 2.11 Increase interlibrary loan requests filled by the Texas State Library Communication Network (TSLCN).

1986	1987	1988
153,500	161,000	169,000

Task 2.12 Monitor and evaluate cost-effectiveness of interlibrary loan services.

Task 2.13 Review adequacy of performance measurement criteria.

Task 2.14: Examine structural alternatives to present network.

Task 2.15: Investigate alternative delivery systems to current mail delivery system to provide faster service.

Task 2.16: Monitor academic library participation in network to provide evaluation of effectiveness of network.

Task 2.17: Explore the possiblity of state legislative action and funding directing publicly funded colleges and universities to provide interlibrary loans to all Texas libraries without charge.

Objective 2.2: To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases.

Task 2.21 Fund the addition of 200,000 bibliographic records (FTU's, reclassifications, updates, original inputs) per year by the interlibrary loan referral centers through 1987.

Task 2.22 Maintain a statewide union list of serials using the OCLC union listing capability. Current and future OCLC-based union lists will be profiled into a statewide list and individual libraries will receive financial assistance in adding their holdings to this database. Transactions resulting from the union list will be as follows:

1986	1987	1988
12,500	15,000	18,000

Task 2.23 Distribute microfiche copies of the serials holdings of Texas libraries listed in an OCLC-based union list to use as an interlibrary loan location tool.

Task 2.24 Explore the possiblity of state legislative action and funding to facilitate state college and university participation in the statewide union list.

Objective 2.3: To encourage libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

Task 2.31 Record system-supported reciprocal borrowing transactions as follows:

1986	1987	1988
5,180	5,180	5,180

Task 2.32 Investigate the means by which library systems can initiate effective and efficient reciprocal borrowing programs within their region.

Objective 2.4: To provide interlibrary loan services to school libraries.

Task 2.41 Formulate policies for participation of schools in interlibrary loan network.

Task 2.42 Investigate state or local funding to include public schools in interlibrary loan network.

Objective 2.5: To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

Task 2.51 Award LSCA Title III grants to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

Task 2.52 Solicit applications for Title III grants from libraries and consortia which will further multitype library cooperation on a statewide basis.

Task 2.53 Encourage system coordinators to submit Title III proposals for cooperative projects including all types of libraries.

Task 2.54 Achieve system-supported interlibrary loan activity (reference referral, lateral interlibrary loan) as follows:

1986	1987	1988
8,050	8,250	8,455

Objective 2.6: To encourage the establishment of regional library systems, including public, academic, special, and school libraries, to engage in planning and provision of cooperative library services.

Task 2.61 Conduct research and develop plans and model documents which will assist in the establishment of non-profit regional library systems.

Task 2.62 Develop criteria by which non-public libraries might be accredited for membership in a regional library system.

GOAL 3 To provide public library service in unserved areas and encourage public libraries to form into larger units of service.

Objective 3.1: To encourage and support the establishment of public libraries in unserved counties.

Task 3.11 Award grants for the establishment of one new library per year in an unserved county to increase the number of counties with library services by one each year. (Total number of counties: 254)

1986	1987	1988
244	245	246

Task 3.12 Increase the number of counties appropriating funds for public library services.

1986	1987	1988
187	188	189

Objective 3.2: To award grants to public libraries to federate or consolidate for more adequate and efficient service to residents of one or more counties.

Task 3.21 To maintain or increase the number of federated library systems by making incentive grants to counties.

1986	1987	1988
7	7	7

Objective 3.3: To encourage library systems to provide library service to counties without local public library service.

Task 3.31 Provide access to direct library service through library systems' books-by-mail programs to 10,000 unserved and underserved Texans each year.

Task 3.32 Record circulations from system-supported books-by-mail programs as follows:

1986	1987	1988
10,460	10,500	10,540

GOAL 4 To provide training and information on all aspects of library services to librarians and library users.

Objective 4.1: To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons.

Task 4.11 Provide in-depth specialized consultation in collection development, staff training, outreach services, general library management, and in other areas through the Texas State Library to librarians, library staff, and interested persons as follows:

1986	1987	1988
1,450	1,300	1,300

Task 4.12 Provide liaison contacts through the Texas State Library to librarians, library staff, trustees, advisory councils, and interested persons at the rate of 5,000 per year.

Task 4.13 Provide services of the Texas State Library's Automation Consultant to Texas libraries upon request. Work plans will be negotiated with each client library to provide a formal structure for the consultation.

Task 4.14 Record 5,000 consultant hours of assistance (onsite, phone, mail) by the library systems.

Objective 4.2: To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries.

Task 4.21 Provide the following number of continuing education student hours per year through the Texas State Library:

1986	1987	1988
9,800	9,300	9,300

Task 4.22 Enroll the following number of persons at workshops offered by the Texas State Library:

1986	1987	1988
1,900	1,800	1,800

Task 4.23 Produce and distribute instructional manuals through the Texas State Library as follows:

1986	1987	1988
2,700	2,450	2,450

Task 4.24 Provide at least 11,000 continuing education student hours per year through the library systems.

Task 4.25 Maintain the number of persons attending workshops offered by library systems at 2,400 persons per year.

Objective 4.3: To collect and publish statistics from Texas public, special, and academic libraries.

Task 4.31 Mail report forms to all four-year public and private universities and colleges and analyze results.

Task 4.32 Publish Texas Academic Library Statistics by March 31 each year.

Task 4.33 Mail report forms to all public libraries and analyze results.

Task 4.34 Publish Texas Public Library Statistics and Texas Public Library Statistics Analysis by September 30 each year.

Task 4.35 Mail report forms to all special libraries and analyze results biennially.

Task 4.36 In even-numbered years, publish Special Libraries Directory and Statistics by October 31.

Task 4.37 Examine trends in public library performance.

Task 4.38 Publish annual performance statistics for systems, continuing education and consulting, and interlibrary loan in the newsletter Library Developments by November 30.

Objective 4.4: To provide information and materials on all aspects of library and information services to interested persons.

Task 4.41 Distribute informational materials through the Texas State Library each year as follows:

1986	1987	1988
44,000	39,600	39,600

Task 4.42 Provide jobline service to librarians seeking new employment at the rate of 6,000 jobline telephone calls per year.

GOAL 5 To improve library service to persons with special needs by providing programs aimed at selected groups.

Objective 5.1: To assist libraries in improving library services to the disadvantaged.

Task 5.11 Achieve expenditures of $750,000 annually through the library systems for library materials and services which will impact disadvantaged persons served by local public libraries, including the elderly and the limited English speaking.

Task 5.12 Provide assistance to local libraries to improve services to limited English speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs, library science collection, and video project.

Task 5.13 To study whether the need exists to provide increased assistance to local libraries providing information and referral services to their communities.

Objective 5.2: To strengthen libraries in state residential institutions.

Task 5.21 Increase materials available in state institutional libraries through a centralized acquisitions program by at least 4,000 volumes each year.

1986	1987	1988
4,100	4,000	4,000

Task 5.22 Distribute 60 informational items per year to inform institutional librarians about, and to motivate them to use Texas State Library consulting, continuing education, or video project services.

Objective 5.3: To provide direct services from the Texas State Library to the blind and physically handicapped.

Task 5.31 Maintain the number of locally-produced non-commercial titles for blind readers each year as follows:

1986	1987	1988
160	160	160

Task 5.32 Increase the number of commercially acquired volumes for blind readers, as funds permit.

Task 5.33 Maintain a circulation of materials for the blind at 40 volumes per active patron per year.

Task 5.34 Maintain a circulation of materials for the blind at 29 volumes per active institution per year.

Task 5.35 Increase the number of new blind patrons registered by at least 3,000 per year.

Task 5.36 Increase the number of new institutions registered by at least 200 each year.

Objective 5.4: To encourage the use of libraries by children and young adults through distribution of promotional items.

Task 5.41 Distribute Texas Reading Club participation forms (Reading Logs) to public libraries upon request as follows:

1986	1987	1988
334,600	326,250	326,250

Objective 5.5: To provide for the distribution and production of audiovisual materials through the Texas State Library, and the library systems, as an alternative to written materials.

Task 5.51 Circulate videocassettes from the Texas State Library collection to reach an audience of 175,000 viewers per year.

Objective 5.6: To provide assistance for adult literacy programs in public libraries.

Task 5.61 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, library science collection, and video project to develop and improve local adult education programs.

Task 5.62 Assist library systems in establishing local literacy projects which will result in 139,500 student hours of literacy and adult basic education activities in public libraries annually.

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Chapter 4

NEED INDICATORS FOR STATEWIDE LIBRARY DEVELOPMENT

In determining the goals, objectives, and tasks for statewide library development, it is necessary, as a preliminary step, to establish need indicators which identify the areas in which library services in Texas are inadequate. These need indicators are arrived at through a procedure which:

1. **Determines standards for library services in different service areas.** The standards may be national (e.g., American Library Association standards), state (Texas Library Association standards); or, where these are non-existent, they may be administratively determined by the Texas State Library.

2. **Analyzes the current status of library services as compared to the established standard(s).** This analysis may involve the use of statistical data generated through Texas State Library annual and biennial questionnaires to various types of libraries in the state. It may involve the use of data gathered by other agencies (e.g., U.S. Census Bureau). It may result from periodic surveys or performance reporting procedures which target selected service providers (e.g., institutional libraries, major resource systems) or potential areas of need (e.g., public library facilities). In all cases, this analysis will utilize the most current data available to the Texas State Library.

Once standards are established, and once the current status of library services in relation to the standards is determined, what results is a need indicator representing the degree to which the current service environment falls short of established standards.

Listed below are the need indicators for each of the action plans presented in the previous chapter. An "action plan" is defined here as a task, related to a specific objective and goal, to be carried out in the period covered by the Long Range Plan for Statewide Library Development: 1986-88. Each action plan references a goal, objective, and task in the previous chapter using the notation system established in that chapter. For example, Action Plan 1.17 refers to Goal 1, Objective 1, Task 7 in Chapter 3. Please refer to Chapter 3 for a more complete description of each action plan.

Please note that the standards which are not administratively determined include reference notes in parentheses following each standard. The reference notes begin with a number which refers to the list of references found on p. 81 at the end of this chapter.

ACTION PLAN 1.11 **Increase the number of persons served by Texas library systems...**

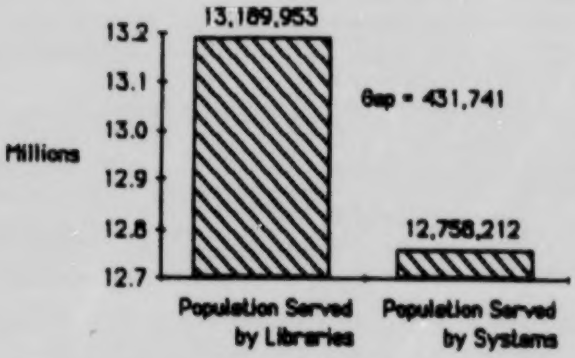
Standard

"The community library should be part of a system of libraries with which it has a clear and official relationship." (1, Standard 2, iii., p. 17)

"All public libraries should be full participating members of the Texas Library System as provided by the Library Systems Act (VACS Art. 5446a)." (2, Standard C., p. 104)

Need Indicator

STATE POPULATION SERVED BY PUBLIC LIBRARIES COMPARED TO STATE POPULATION SERVED BY SYSTEMS: SFY 1985



ACTION PLAN 1.12

Purchase library materials through the library systems to support local library and system services...

Standard

"The community library should have sufficient resources to provide the most frequently requested materials from its own collection." (1, Standard 2. i., p. 16)

"All citizens should have direct access to a public library collection of current and useful materials, and indirect access, via interlibrary loan and by other means, to all of the materials in our state and the nation. Quality is more important than size; however, collections should range by population as follows:

Population served by library	Adequate (items)	Superior*
0 - 1,999	10,000	15,000
2,000 - 4,999	15,000	20,000
5,000 - 14,999	2 per capita, 15,000 min.	4 per capita
15,000 - 24,999	2	4
25,000 - 49,999	2	4
50,000 - 99,999	2	4
100,000 - 499,999	1	3
500,000 -	1	2

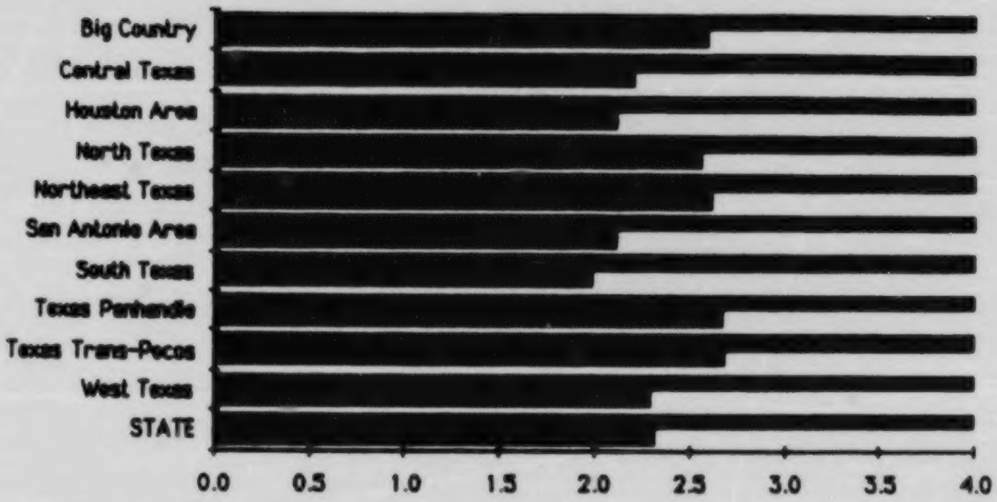
*Consider access to additional materials through networks and databanks.

In addition to the above, the public library should have at least one paid periodical subscription for every 200 population served; minimum of 25 paid subscriptions. Every public library should provide local, regional, and national newspapers."
(2, Standard G, p. 104)

The standard for each Texas library system is administratively set at four items (books, periodicals, other non-book materials) per capita.

Need Indicator

ITEMS PER CAPITA IN THE LIBRARY SYSTEMS IN 1983 COMPARED TO THE STANDARD OF FOUR ITEMS PER CAPITA



ACTION PLANS 1.13 **Achieve attendance figures at system-supported 16mm film showings...**

1.14 **Achieve attendance figures at system-supported videocassette and filmstrip showings...**

Standard

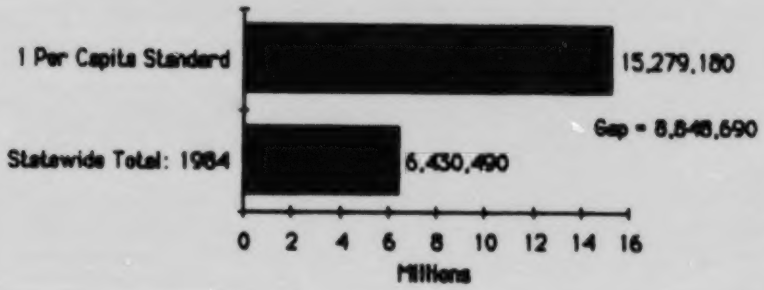
"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p. 33)

"A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately." (1, Standard 39, p. 41)

An administrative standard has been set whereby attendance at system-sponsored audiovisual showings should total one per capita statewide.

Need Indicator

ATTENDANCE AT SYSTEM-SPONSORED AUDIOVISUAL SHOWINGS IN SFY 1984
COMPARED TO THE STANDARD OF ONE PER CAPITA



ACTION
PLAN 1.15 **Achieve circulations from system extension collections...**

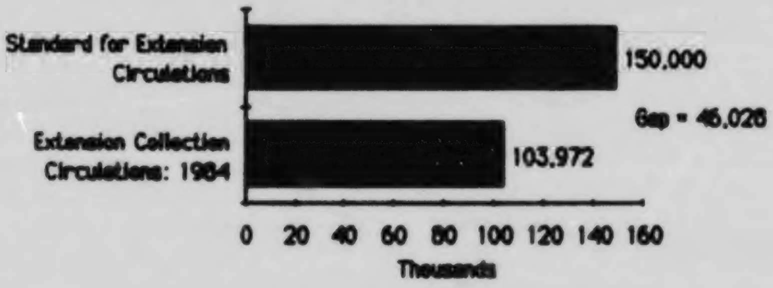
Standard

"A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately." (1, Standard 39, p. 41)

An administrative standard has been set whereby circulations from system extension collections should total 150,000 annually.

Need Indicator

CIRCULATIONS FROM SYSTEM EXTENSION COLLECTIONS IN SFY 1984
COMPARED TO THE STANDARD OF 150,000 CIRCULATIONS



ACTION
PLAN 1.16 **Distribute two million pieces of publicity materials through the library systems...**

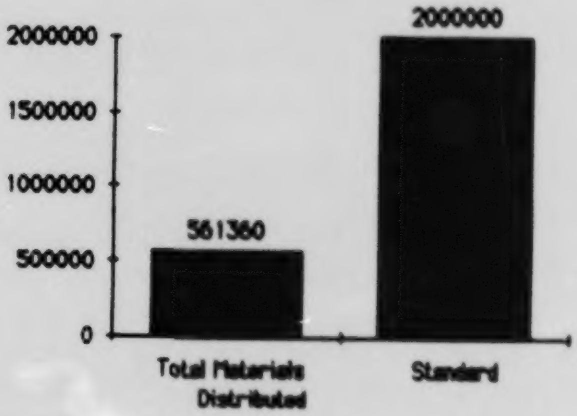
Standard

"The library system must develop a strong public relations program for, and in cooperation with, the community libraries which are its members." (1, Standard 28, ii, p. 34)

An administrative standard has been set whereby systems should distribute a total of two million pieces of publicity annually.

Need Indicator

PUBLICITY MATERIALS DISTRIBUTED BY THE SYSTEMS IN SFY 1984 COMPARED TO THE STANDARD



ACTION PLAN 1.17 **Achieve annual circulations of library materials utilizing system-supported automated circulation systems...**

Standard

An administrative standard has been set whereby circulations on system-supported automated circulation systems should total 20% of estimated statewide circulations from public libraries.

Need Indicator

20% of Estimated 1984 Circulation	Automated Circulation in 1984	Gap
10,588,080	NA*	NA*

*Data on circulation utilizing system-supported automated circulation systems are being collected beginning in SFY 1985. It is estimated that the figure for 1984 was approximately 1,000,000.

ACTION
PLANS 1.21 Compensate the Major Urban Resource Libraries for the services they provide without charge to persons outside of their tax-supporting area...

Standard

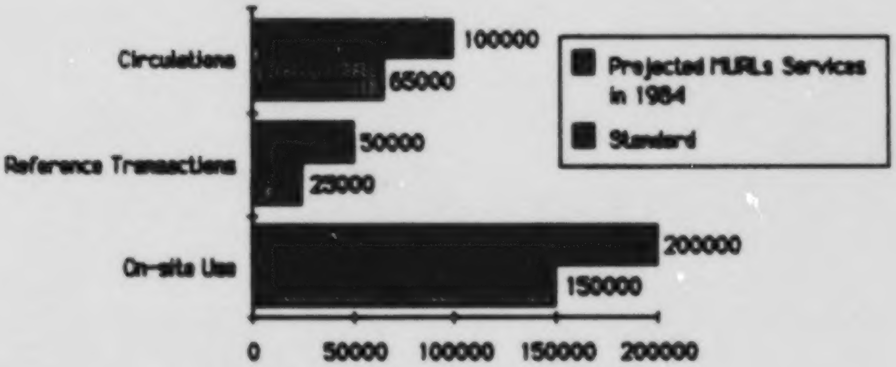
"Headquarters units of library systems open to every resident of a natural region, should make available the essential resources and personnel of modern library services." (1, Standard 3.i, - 3.iii, p. 17)

Persons who do not reside in the tax-supporting jurisdictions of MURL libraries should have access to the MURL collections and services free of charge. The following standard for statewide services to non-residents by Major Urban Resource Libraries has been administratively determined:

	Annual Total
Number of persons making on-site use of collections	200,000
Number of persons receiving reference services	50,000
Number of materials circulated to non-residents	100,000

Need Indicator

PROJECTED MURLs SERVICES IN 1984 VS. THE STANDARD



ACTION
PLANS 1.31 Maintain current information on the need for improved public library facilities by conducting periodic surveys.

1.32 Award and administer grants to public libraries for construction, expansion, and renovation of public library facilities.

Standard

"Every individual should have convenient and planned access to the full range of modern library facilities provided by community, area, state, regional, and federal library agencies." (1, Standard 1, ii, p. 16, also Standards 60-66 "Physical Facilities," pp. 56-64).

"POPULATION SERVED	STANDARD
0 - 2,499	2,000 sq. ft.
2,500 - 4,999	2,500 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
5,000 - 9,999	3,500 sq. ft. "
10,000 - 24,999	7,000 sq. ft. "
25,000 - 49,999	15,000 sq. ft. or 0.6 sq. ft. "
50,000 - 99,999	0.5 sq. ft. per capita
100,000 - 199,999	0.4 sq. ft. per capita
200,000 - 499,999	0.35 sq. ft. per capita
500,000 +	0.3 sq. ft. per capita "

(3, 4 ALA Interim Standards for Small Public Libraries and Wheeler and Goldhor's "Experience Formulas" published in Practical Administration of Public Libraries, 1962, page 554.)

"Physical Facilities
Public library facilities should offer to the community a compelling invitation to enter, read, look, listen, and learn. All buildings should be efficient, flexible, and expandable, with fixed walls kept to a minimum. They should be conveniently located and easily accessible for all segments of the population. Minimum space requirements refer to the total square footage in all library facilities, including branches, mobile, or portable facilities.

Population served by library	Minimum space requirements
0 - 1,999	3,000
2,000 -	3,000 square feet or .75 square feet per person, whichever is greater"

(2, Standard H, p. 104)

Need Indicators

The Texas State Library conducted a survey of public library buildings in 1983, the first such survey since 1976. Out of the approximately 420 public libraries in the state, 363 responded to the survey, an 86% return rate. These libraries serve 12,614,952 persons, a figure equal to 95% of the total state population served by public libraries in 1982 of 13,255,535.

Table 1 summarizes the data obtained in the survey relating to the square footage of public libraries in Texas. Total square footage of Texas public libraries is in excess of 5.1 million square feet. Square feet per capita in 1983 was approximately .4 for the state taken as a whole. The total square footage reported exceeded the 1976 total by 1,031,918, indicating considerable construction and expansion activity in the past seven years. However, square feet per capita increased only slightly (.005 square feet per capita), indicating that what new construction did take place in 1976-83 was only enough to keep pace with population growth in the state.

TABLE I

BUILDING SURVEY - 1983

Population Served Group	Number* of Libraries or Systems	Total Square Feet	Average Square Feet	Total Population Served	Square Feet Per Capita
0 - 1,999	36	55,378	1,538	43,865	1.26246
2,000 - 4,999	78	224,290	2,876	273,026	0.82150
5,000 - 9,999	82	346,001	4,220	595,001	0.58151
10,000 - 24,999	81	500,088	6,174	1,273,617	0.39265
25,000 - 49,999	46	453,510	9,859	1,547,370	0.29308
50,000 - 99,999	18	533,155	29,620	1,403,385	0.37991
100,000 - 199,999	13	617,599	47,508	1,737,757	0.35540
200,000 - 499,999	5	595,648	119,130	1,653,121	0.36032
500,000 +	4	1,794,475	448,619	4,087,810	0.43898
STATE TOTALS	363	5,120,144	14,105	12,614,952	0.40588

*Includes all branches or members of consolidated systems with the headquarters library as one unit.

Table II compares the survey data to the Texas Library Association standards for public library facilities (see above). The table shows approximately 82% of the libraries responding to the survey fall below TLA standards. A total of 3.6 million square feet of library floor space would have to be constructed to meet TLA standards. The cost of such construction (estimated at $50 per square foot) would likely run in the neighborhood of $180 million. Table II shows that over 11 million Texans, 88% of the population served by libraries, do not have access to adequate library facilities.

TABLE II

SUBSTANDARD LIBRARY FACILITIES IN TEXAS

Population Served Group	Number of Libraries or Systems	Number of Libraries Below Standard	Percent of Libraries Below Standard	Total Square Feet Below Standard	Population Served By Libraries Below Standard	Percent of Population Served By Libraries Below Standard
0 - 1,999	36	31	86.111	36,278	36,417	83.021
2,000 - 4,999	78	53	67.949	76,109	185,079	67.788
5,000 - 9,999	82	59	71.951	158,254	436,782	73.409
10,000 - 24,999	81	71	87.654	353,127	1,113,696	87.444
25,000 - 49,999	46	46	100.000	453,510	1,547,370	100.000
50,000 - 99,999	18	16	88.889	379,011	1,253,201	89.298
100,000 - 199,999	13	13	100.000	617,599	1,737,757	100.000
200,000 - 499,999	5	5	100.000	595,648	1,653,121	100.000
500,000 +	4	3	75.000	936,132	3,183,732	77.884
STATE TOTALS	363	297	81.818	3,605,668	11,147,155	88.365

Table III shows that a total of 66 libraries serving 1.5 million Texans do meet TLA standards for minimum floor space in public library facilities. Most of these adequate libraries serve smaller communities under 25,000 population. Only three libraries serving populations over 25,000 were found to meet TLA standards in 1983.

TABLE III

TEXAS LIBRARIES MEETING STANDARDS

Population Served Group	Number of Libraries or Systems	Number of Libraries At or Above Standard	Percent of Libraries At or Above Standard	Population Served At or Above Standard	Percent of Population Served At or Above Standard
0 - 1,999	36	5	13.8889	7,448	16.9794
2,000 - 4,999	78	25	32.0513	87,947	32.2120
5,000 - 9,999	82	23	28.0488	158,219	26.5914
10,000 - 24,999	81	10	12.3457	159,921	12.5564
25,000 - 49,999	46	0	0.0000	0	0.0000
50,000 - 99,999	18	2	11.1111	150,184	10.7016
100,000 - 199,999	13	0	0.0000	0	0.0000
200,000 - 499,999	5	0	0.0000	0	0.0000
500,000 +	4	1	25.0000	904,078	22.1164
STATE TOTALS	363	66	18.1818	1,467,797	11.6354

The dates of construction of public library facilities in Texas is indicated in Table IV. The table shows that over 15% of the public library facilities were constructed prior to 1934 and that these facilities account for nearly 11% of the total square footage of library facilities reported in the survey. Conversely, over 21% of the total square footage reported represents construction in the 1980's.

TABLE IV
YEAR OF CONSTRUCTION OF PUBLIC LIBRARY FACILITIES

Year Built	Number of Facilities*	Percent of Total Number of Units	Total Square Feet	Percent of Total Square Feet
Pre-1934	80	15.4	536,592	10.8
1934	3	0.6	6,954	0.1
1935	2	0.4	6,992	0.1
1936	4	0.8	19,820	0.4
1937	2	0.4	5,419	0.1
1938	3	0.6	11,326	0.2
1939	4	0.8	15,535	0.3
1940	8	1.5	42,908	0.9
1941	2	0.4	2,640	0.1
1942	2	0.4	6,066	0.1
1943	3	0.6	9,590	0.2
1945	4	0.8	8,274	0.2
1948	4	0.8	36,520	0.7
1949	3	0.6	6,774	0.1
1950	14	2.7	78,735	1.6
1951	5	1.0	28,519	0.6
1952	5	1.0	13,740	0.3
1953	1	0.2	2,150	0.0
1954	3	0.6	21,976	0.4
1955	8	1.5	24,535	0.5
1956	6	1.2	47,166	0.9
1957	12	2.3	66,875	1.3
1958	6	1.2	17,654	0.4
1959	3	0.6	50,005	1.0
1960	8	1.5	74,119	1.5
1961	11	2.1	67,643	1.4
1962	18	3.5	146,598	3.0
1963	14	2.7	56,835	1.1
1964	12	2.3	97,121	2.0
1965	10	1.9	33,941	0.7
1966	22	4.2	145,383	2.9
1967	20	3.8	162,230	3.3
1968	7	1.3	38,171	0.8
1969	18	3.5	229,051	4.6
1970	15	2.9	158,142	3.2
1971	14	2.7	98,073	2.0
1972	10	1.9	101,207	2.0
1973	12	2.3	67,130	1.4
1974	17	3.3	216,465	4.4
1975	14	2.7	135,105	2.7
1976	21	4.0	514,340	10.4
1977	13	2.5	88,075	1.8
1978	21	4.0	228,345	4.6
1979	8	1.5	182,184	3.7
1980	13	2.5	157,761	3.2
1981	13	2.5	96,470	1.9
1982	14	2.7	735,295	14.8
198[illegible]	8	1.5	72,584	1.5
Stat[illegible]	520	100.2	4,969,033**	100.2

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*In this [illegible], facilities are treated separately and not combined for a library system.

**The total square feet in Table IV is less than the total square feet reported in Table I. This is because libraries not reporting a date of construction were excluded from Table IV.

Table V takes the data from Table IV and assumes a 50-year depreciation schedule for public library facilities. Facilities constructed prior to 1934 are assumed to be fully depreciated and in need of replacement. Facilities constructed after 1934 are depreciated accordingly. Table V shows that according to its assumptions, nearly a third of the existing square footage in public library facilities is depreciated and in need of replacement. Eighty library facilities, over 15% of the total, can be considered fully depreciated and in need of replacement.

TABLE V
FACILITY DEPRECIATION BY YEAR OF CONSTRUCTION

Year Built	Number of Facilities*	Total Square Feet	Age Depreciation Rate	Undepreciated Square Feet
Pre-1934	80	536,592	0.00	0
1934	3	6,954	0.02	139
1935	2	6,992	0.04	280
1936	4	19,820	0.06	1,189
1937	2	5,419	0.08	434
1938	3	11,326	0.10	1,133
1939	4	15,535	0.12	1,865
1940	8	42,908	0.14	6,008
1941	2	2,640	0.16	423
1942	2	6,066	0.18	1,092
1943	3	9,590	0.20	1,918
1945	4	8,274	0.24	1,986
1948	4	36,520	0.30	10,956
1949	3	6,774	0.32	2,168
1950	14	78,735	0.34	26,771
1951	5	28,519	0.36	10,267
1952	5	13,740	0.38	5,222
1953	1	2,150	0.40	860
1954	3	21,976	0.42	9,230
1955	8	24,535	0.44	10,795
1956	6	47,166	0.46	21,696
1957	12	66,875	0.48	32,099
1958	6	17,654	0.50	8,827
1959	3	50,005	0.52	26,003
1960	8	74,119	0.54	40,024
1961	11	67,643	0.56	37,881
1962	18	146,598	0.58	85,028
1963	14	56,835	0.60	34,100
1964	12	97,121	0.62	60,215
1965	10	33,941	0.64	21,721
1966	22	145,383	0.66	95,954
1967	20	162,230	0.68	110,316
1968	7	38,171	0.70	26,720
1969	18	229,051	0.72	164,917
1970	15	158,142	0.74	117,025
1971	14	98,073	0.76	74,536
1972	10	101,207	0.78	78,942
1973	12	67,130	0.80	53,704
1974	17	216,465	0.82	177,501
1975	14	135,105	0.84	113,488
1976	21	514,340	0.86	442,332
1977	13	88,075	0.88	77,506
1978	21	228,345	0.90	205,511
1979	8	182,184	0.92	167,609
1980	13	157,761	0.94	148,296
1981	13	96,470	0.96	92,612
1982	14	735,295	0.98	720,588
1983	8	72,584	1.00	72,584
State Totals	520	4,969,033		3,400,471 (68%)
			Depreciated Square Feet	1,568,562 (32%)

The 1983 Public Library Building Survey indicated a serious need for public library construction, expansion and renovation in Texas. The number of libraries with facilities which fall below the standards for square footage set by the Texas Library Association (Table II), and the amount of depreciated square footage in Texas libraries (Table V) are both indicators of this need. In addition, the survey respondents were asked to estimate the need for relocation, expansion, or renovation of existing library facilities. Their responses were as follows:

1.	Number of libraries needing relocation to new facilities	84
2.	Number of libraries in need of expansion	149
3.	Number of libraries in need of renovation	9
4.	Total amount of new square footage needed	1,864,481

All of these need indicators suggest that local efforts to provide adequate libraries facilities have fallen short of the serious needs in this area, and that federal assistance for public library construction in Texas is a justifiable and highly desirable objective.

ACTION PLANS 1.41 **Prepare Biennial Budget for Statewide Library Development...**

1.42 **Monitor and revise Rules for Administering the Library Systems Act for the Texas Library System...**

1.43 **Prepare the LSCA Annual Report...**

1.44 **Conduct planning activities...**

1.45 **Prepare LSCA Annual Program...**

1.46 **Conduct program administration activities...**

Standards

"The state library agency should assume a leadership role in, and provide necessary funding for, the development of statewide plans for all types of library services, for interlibrary cooperation, for research, and for demonstration and experimental programs that will lead to improved library service to all the people of the state."
(1, Standard 11, ii., p. 23)

"The state library agency should evaluate the effectiveness of library service on a regular, frequent schedule."
(1, Standard 11, vii., p. 23)

"Financial compensation must be made to libraries when their resources are used in the state's network for library service." (1, Standard 13, pp. 24-25)

Some standards were set administratively.

Need Indicator

The need for administrative services for the LSCA projects is specified in 34 CFR 74, Administration of Grants, Part 76 State Administered Programs, and Part 770 Library Services, Public Library Construction and Interlibrary Cooperation.

ACTION PLANS

2.11 **Increase interlibrary loan requests filled by the Texas State Library Communications Network...**

2.12 **Monitor and evaluate cost-effectiveness of interlibrary loan services.**

2.13 **Review adequacy of performance measurement criteria.**

2.14 **Examine structural alternatives to present network.**

2.15 **Investigate alternative delivery systems to current mail delivery system to provide faster service.**

2.16 **Monitor academic library participation in network to provide evaluation of effectiveness of network.**

2.17 **Explore the possibility of state legislative action and funding directing publicly funded colleges and universities to provide interlibrary loans to all Texas libraries without charge.**

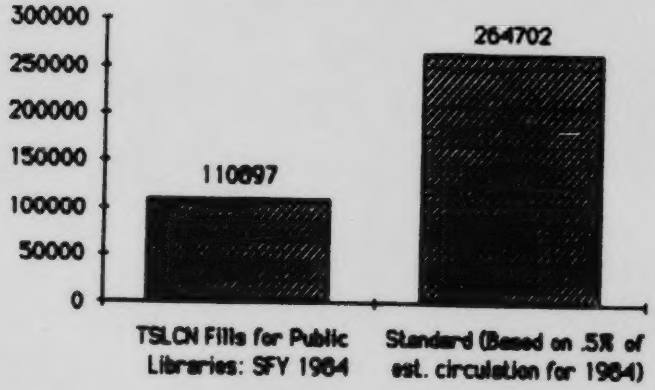
Standard

"The headquarters unit and the community libraries in a natural area should function cooperatively for library service. Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or by interlibrary loan. All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include... regular and frequent exchange of materials among member libraries and the headquarters unit." (1, Standard 4, i., ii, p. 18)

The standard for public library requests filled through TSLCN was administratively set at .5% of total public library circulation.

Need Indicator

ILL REQUESTS FILLED THROUGH TSLCN IN SFY 1984
AS COMPARED TO THE STANDARD



There is a need for continued analysis and evaluation of interlibrary loan services in Texas to realize improvements in efficiency and effectiveness.

ACTION
PLAN 2.21 Fund the addition of 200,000 bibliographic records per year by the interlibrary loan referral centers...

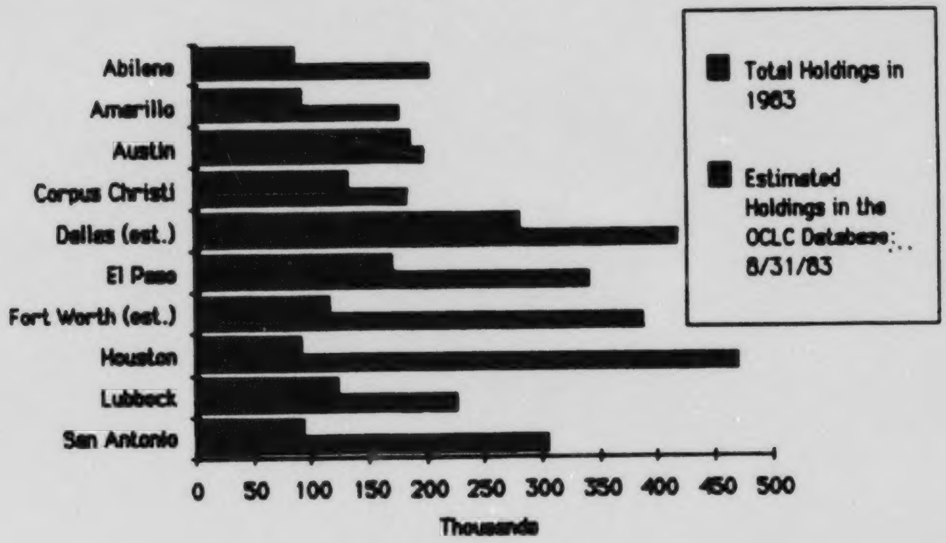
Standard

"The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv, p. 18)

An administrative standard has been set whereby all of the ILL holdings should be accessible in the OCLC database.

Need Indicator

Holdings of Interlibrary Loan Referral Centers in the OCLC Database



ACTION PLANS 2.22 Maintain a statewide union list of serials using OCLC union listing capability...

2.23 Distribute microfiche copies of the serials holdings of Texas libraries in an OCLC-based union list...

2.24 Explore the possibility of state legislative action and funding to facilitate state college and university participation...

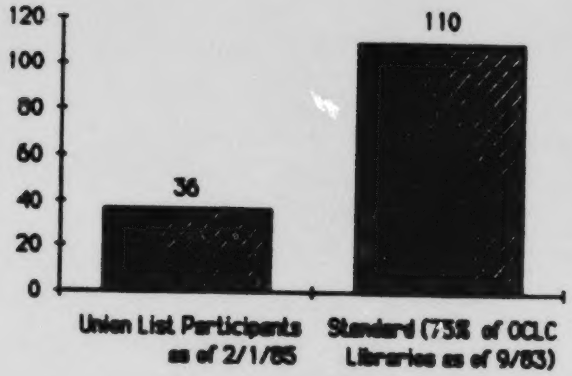
Standards

"The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv., p. 18)

An administrative standard has been set whereby 75% of all Texas OCLC participants should also be participants in the statewide union list of serials.

Need Indicator

OCLC LIBRARIES PARTICIPATING THE STATEWIDE UNION LIST OF SERIALS AS COMPARED TO THE STANDARD



ACTION
PLANS 2.31 Record system-supported reciprocal borrowing transactions.

2.33 Investigate the means by which library systems can initiate effective and efficient reciprocal borrowing programs within their region.

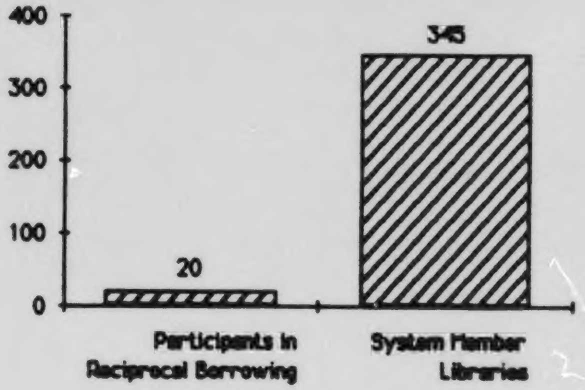
Standards

"Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or interlibrary loan." (1, Standard 4.i., p. 18)

"Cooperation
All public libraries should be full participating members of the Texas Library System as provided by the Library Systems Act (VACS Art. 5446a). In addition, they should cooperate with other libraries of all types in order to offer better, more economical service."
(2, Standard C, p. 104)

Need Indicator

SYSTEM MEMBER LIBRARIES PARTICIPATING IN SYSTEM-SPONSORED RECIPROCAL BORROWING IN SFY 1985 AS COMPARED TO THE STANDARD



ACTION
PLANS 2.41 Formulate policies for participation of schools in interlibrary loan network.

2.42 Investigate state or local funding to include public schools in interlibrary loan network.

Standards

"Public, school, and academic libraries should work together to provide coordinated service to students." (1, Standard 10, p. 21-22).

"The state program for library service should utilize all existing resources and agencies." (1, Standard 12, p. 24)

Need Indicator

Currently, school libraries have no access to the Texas State Library Communications Network. School students may refer requests through a public library, but this is less convenient and impossible in small communities not served by public libraries. A need exists to include school libraries in the existing network.

ACTION
PLANS 2.51 Award LSCA Title III grants to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

2.52 Solicit applications for Title III grants from libraries and consortia which will further multitype library cooperation on a statewide basis.

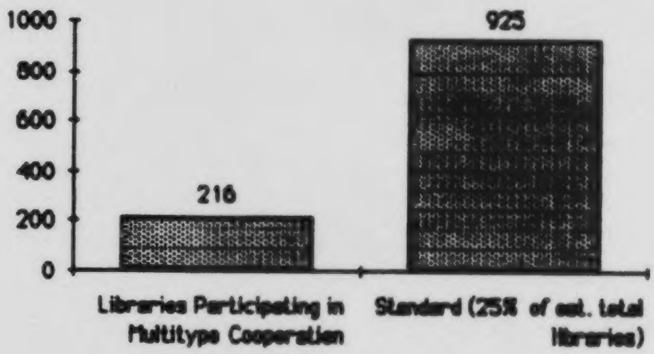
2.53 Encourage system coordinators to submit Title III proposals for cooperative projects including all types of libraries.

Standards

"The state library agency should assume a leadership role in... plans for all types of libraries..." (1, Standard 11, ii., p. 23)

An administrative standard has been set whereby 25% of all Texas libraries should be direct participants in multitype cooperative organizations and activities.

Need Indicator



LIBRARIES PARTICIPATING IN MULTITYPE COOPERATIVE ACTIVITIES IN 1985 AS COMPARED TO THE STANDARD

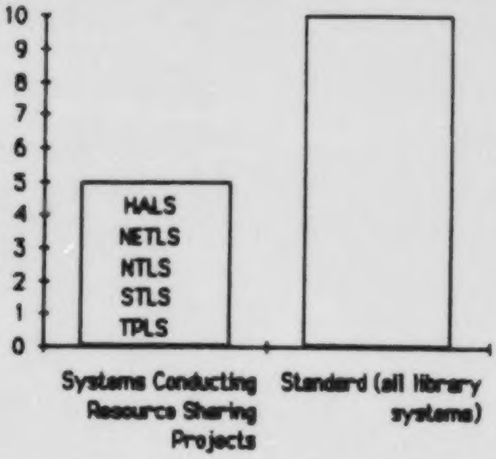
ACTION
PLAN 2.54 Achieve system-supported interlibrary loan activity (reference referral, lateral interlibrary loan)...

Standards

"Headquarters units of library systems, open to every resident of a natural region, should make available the essential resources and personnel of modern library service." (1, Standard 3, p. 17)

An administrative standard has been set whereby all 10 public library systems should be conducting projects to share resources and information among the system headquarters and the member libraries.

Need Indicator


LIBRARY SYSTEMS CONDUCTING PROJECTS IN 1985 TO FACILITATE RESOURCE SHARING

ACTION PLANS 2.61 Conduct research and develop plans and model documents which will assist in the establishment of non-profit regional library systems.

2.62 Develop criteria by which non-public libraries might be accredited for membership in a regional library system.

Standard

"The state library agency should assume a leadership role in... plans for all types of libraries..." (1, Standard 11, ii., p. 23)

Need Indicator

Because plans, model documents, and criteria necessary for the establishment of multitype regional library systems are largely non-existent, work must be undertaken to develop them.

ACTION PLANS 3.11 Award grants for the establishment of one new library per year in an unserved county to increase the number of counties with library services...

3.12 Increase the number of counties appropriating funds for public library services.

Standards

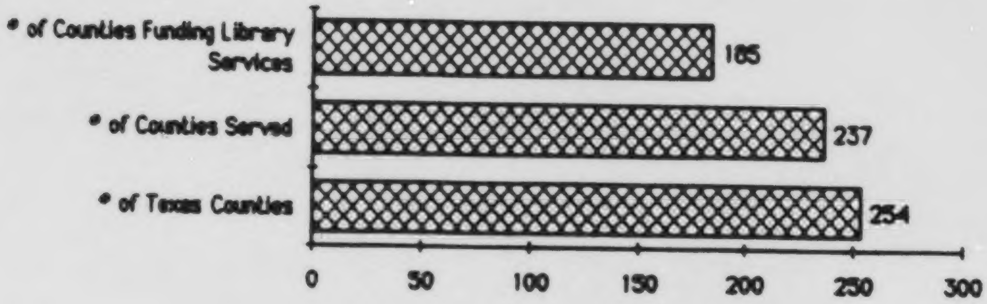
"A community library should be easily accessible to every user, connecting him with the total resources of his area, state and nation." (1, Standard 2, p. 16)

"The community library should be easy to reach with a maximum travel time to the library of 15 minutes for urban areas and 30 minutes for rural areas." (1, Standard 2. ii., p. 17)

An administrative standard has been set whereby all Texas counties should provide for and contribute to public library services for their residents.

Need Indicator

COUNTIES SERVED BY LIBRARIES AND COUNTIES SUPPORTING LIBRARY SERVICES: 1983



ACTION PLAN 3.21 **To maintain or increase the number of federated library systems by making incentive grants to counties.**

Standard

"A state law should provide for the encouragement and establishment of library systems, whether by consolidation, federation, and/or contractual arrangements, and should provide adequate financial assistance for the support of such interlibrary cooperation." (1, Standard 5, iii., p. 19)

Need Indicator

Currently there are seven federated library systems in Texas. There is a need to maintain or increase the number of such federations by continuing to provide incentive grant funding.

ACTION PLAN 3.31 **Provide access to direct library service through library systems' books-by-mail programs to 10,000 unserved and underserved Texans each year.**

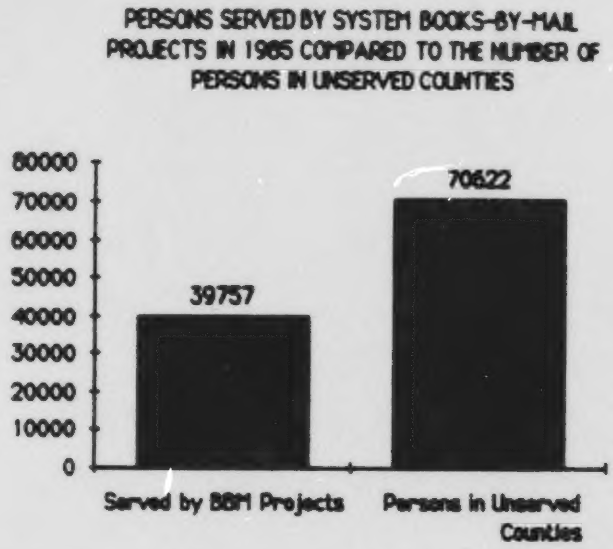
3.32 Record circulations from system-supported books-by-mail programs...

Standard

"Every individual should have access to library service freely available in his local community." (1, Standard 1, i., p. 16)

An administrative standard has been set whereby books-by-mail service, fully or partially supported by the library systems, should be made available to every citizen of every county without its own library.

Need Indicator


PERSONS SERVED BY SYSTEM BOOKS-BY-MAIL PROJECTS IN 1985 COMPARED TO THE NUMBER OF PERSONS IN UNSERVED COUNTIES

ACTION PLANS 4.11 **Provide in-depth specialized consultation...through the Texas State Library to librarians, library staff, and interested persons.**

4.12 **Provide liasion contacts through the Texas State Library to librarians, library staff, trustees, advisory councils, and interested persons...**

4.13 **Provide services of the Texas State Library's Automation Consultant to Texas libraries on request...**

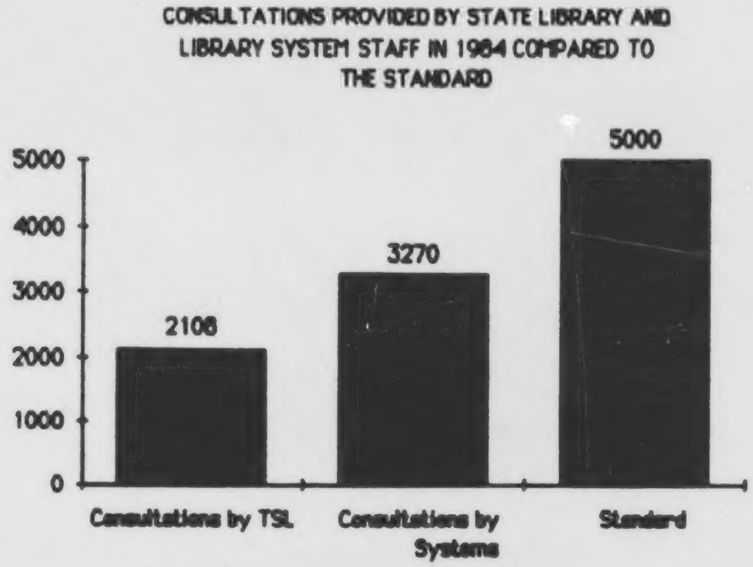
4.14 **Record 5,000 consultant hours of assistance by the library systems.**

Standards

"The state library agency should provide to the systems of libraries regular and frequent advisory and consultant services to librarians, board members, government officials, friends-of-the-library groups, and others interested in library development and improvement."
(1, Standard 11, iii., p. 23)

An administrative standard has been set whereby Texas State Library staff and library system staff should each provide 5,000 consultations per year.

Need Indicator



ACTION PLANS 4.21 Provide...continuing education student hours through the Texas State Library...

4.22 Enroll...persons at workshops offered by the Texas State Library.

4.23 Produce and distribute manuals through the Texas State Library...

4.24 Provide...continuing education student hours per year through the library systems.

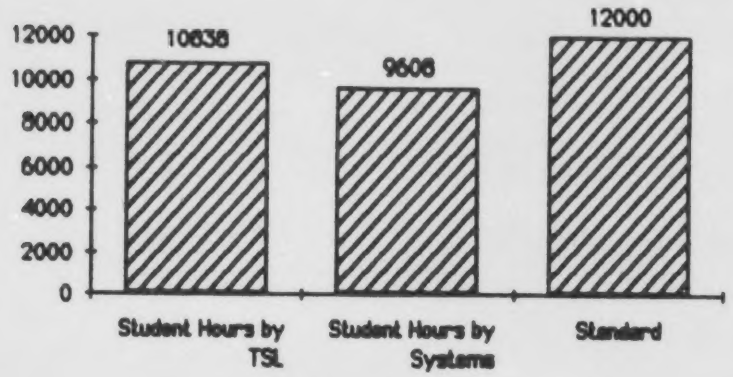
4.25 Maintain the number of persons attending workshops offered by the library systems...

Standard

"The state library agency should promote, stimulate, and provide, as appropriate, a regular program of in-service training and continuing education for librarians, trustees, and others concerned with library development and interlibrary cooperation."
(1, Standard 11, vi., p. 23)

An administrative standard has been set whereby the Texas State Library and the library systems should each provide 12,000 student hours of continuing education annually.

Need Indicator


CONTINUING EDUCATION STUDENT HOURS PROVIDED
BY THE TEXAS STATE LIBRARY AND BY LIBRARY
SYSTEMS IN 1984 AS COMPARED TO THE
STANDARD

ACTION
PLANS 4.31 Mail report forms to all four-year public and private universities and colleges and analyze results.

4.32 Publish Texas Academic Library Statistics by March 31 each year.

4.33 Mail report forms to all public libraries and analyze results.

4.34 Publish Texas Public Library Statistics and Texas Public Library Statistics Analysis by September 30 each year.

4.35 Mail report forms to all special libraries and analyze results biennially.

4.36 In even-numbered years, publish Special Libraries Directory and Statistics by October 31.

4.37 Examine trends in public library performance.

4.38 Publish annual performance statistics for systems, continuing education and consulting, and interlibrary loan in the newsletter Library Developments by November 30.

4.41 Distribute informational materials through the Texas State Library each year...

4.42 Provide jobline service to librarians seeking new employment...

Standard

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans." (1, Standard 11. v., p. 23)

Need Indicator

In order to meet the standard for dissemination of information, there is a need to continue with the activities (4.31-4.38, 4.41-4.42) listed above.

ACTION PLANS

5.11 **Achieve expenditures of $750,000 annually through the library systems for library materials and services which will impact disadvantaged persons...**

5.12 **Provide assistance to local libraries to improve services to limited English-speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs, library science collection, and video project.**

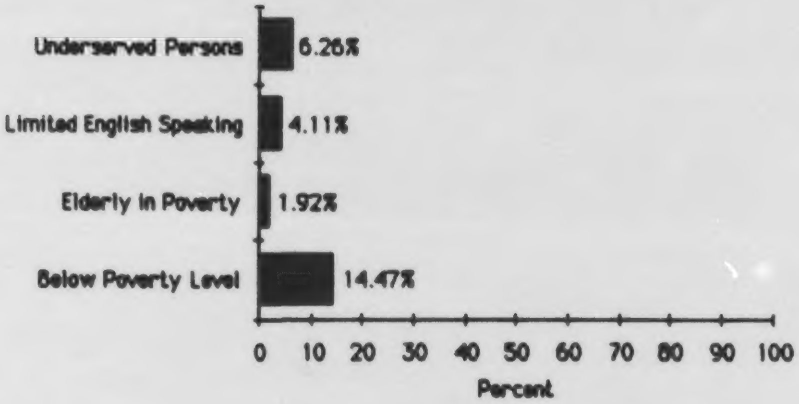
5.13 **To study whether the need exists to provide increased assistance to local libraries providing information and referral services to their communities.**

Standard

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26i, p. 33)

Need Indicators

According to U.S. Census Bureau data, as well as data from other sources, a significant portion of the Texas population falls into one or more disadvantaged groups or groups that are unserved or underserved by public libraries.



PERCENTAGE OF DISADVANTAGED AND UNDERSERVED POPULATION GROUPS IN TEXAS

The following table, which displays these same data by county in Texas, indicates that disadvantaged and underserved populations are not confined to any particular regions of the state, but are distributed throughout Texas.

DISADVANTAGED AND UNDERSERVED POPULATIONS IN TEXAS BY COUNTY

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULA-TION ***	NO SERVICE
Anderson	6,193	1,614	420		22,433	
Andrews	1,510	202	668		0	
Angelina	8,661	1,830	1,061		30,383	
Aransas	2,229	284	498		0	
Archer	588	144	7		0	
Armstrong	178	50	6	X	0	
Atascosa	5,943	842	1,803	X	0	
Austin	2,804	910	331	X	0	
Bailey	1,669	155	484	X	3,326	
Bandera	895	272	91		0	
Bastrop	4,310	933	630	X	17,467	
Baylor	652	221	81		0	
Bee	5,665	697	1,686		0	
Bell	23,618	2,440	2,311		45,516	
Bexar	177,060	17,877	60,816	X	0	
Blanco	446	197	51		2,630	
Borden	147	23	18		-	X
Bosque	2,006	690	160		10,338	
Bowie	11,979	2,408	184	X	39,402	
Brazoria	13,274	1,416	3,826		0	
Brazos	18,782	1,297	1,158		0	
Brewster	1,547	228	586		0	
Briscoe	666	116	64		-	X
Brooks	2,490	323	1,325	X	0	
Brown	4,098	998	424		0	
Burleson	2,180	657	151	X	9,360	
Burnet	2,814	687	269		0	
Caldwell	6,746	898	1,395		10,645	
Calhoun	2,869	339	803	X	0	
Callahan	1,280	472	38		0	
Cameron	66,046	5,046	41,052	X	0	
Camp	1,586	489	58	X	0	
Carson	589	121	50		0	
Cass	5,299	1,265	36	X	23,158	
Castro	2,908	121	873		0	
Chambers	2,618	275	175		0	
Cherokee	6,409	1,788	305		19,053	
Childress	1,004	294	140		0	
Clay	1,147	340	1		0	
Cochran	1,257	82	438	X	0	
Coke	355	134	53		0	
Coleman	1,874	616	139		2,944	
Collin	9,220	1,766	1,285		0	
Collingsworth	1,205	281	88		0	
Colorado	3,580	1,016	616		0	
Comal	3,405	563	1,428	X	0	
Comanche	2,001	738	222	X	0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULA-TION ***	NO SERVICE
Concho	618	120	130	X	0	
Cooke	3,121	776	102		0	
Coryell	6,164	778	540		23,486	
Cottle	633	133	77		0	
Crane	585	80	134		0	
Crockett	535	79	461		0	
Crosby	2,490	246	377		0	
Culberson	602	61	490		0	
Dallam	1,178	144	119		0	
Dallas	162,002	17,896	33,456		0	
Dawson	3,449	436	994	X	0	
Deaf Smith	4,061	307	1,249		0	
Delta	926	327	8	X	-	X
Denton	10,412	1,347	1,045		29,368	
DeWitt	4,302	1,067	655	X	3,133	
Dickens	945	169	85	X	0	
Dimmit	4,123	553	2,261	X	0	
Donley	743	205	2		0	
Duval	3,351	539	1,885	X	-	X
Eastland	3,096	1,052	93		0	
Ector	12,783	1,182	4,465		0	
Edwards	674	56	202	X	0	
Ellis	7,353	1,641	1,031		26,256	
El Paso	101,654	6,698	67,319	X	0	
Erath	3,495	1,019	129		0	
Falls	4,120	1,359	258	X	10,847	
Fannin	3,765	1,383	54	X	14,974	
Fayette	3,127	1,293	304	X	0	
Fisher	955	296	146	X	0	
Floyd	2,709	268	614	X	0	
Foard	391	90	53	X	-	X
Fort Bend	10,661	1,025	4,338		16,281	
Franklin	896	243	30		0	
Freestone	2,496	883	71	X	7,935	
Frio	4,404	414	2,006	X	0	
Gaines	2,771	238	908		0	
Galveston	20,550	2,741	3,140	X	0	
Garza	970	199	190		0	
Gillespie	1,893	562	423		0	
Glasscock	300	17	97		-	X
Goliad	977	199	359	X	-	X
Gonzales	3,942	894	864	X	0	
Gray	2,493	655	205		0	
Grayson	8,511	2,798	190	X	0	
Gregg	12,133	2,060	837		0	
Grimes	3,409	853	168	X	0	
Guadalupe	7,196	1,309	1,705	X	6,225	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULA-TION ***	NO SERVICE
Hale	7,794	777	2,287		0	
Hall	1,571	298	140		0	
Hamilton	1,428	601	51	X	0	
Hansford	666	111	178	X	0	
Hardeman	1,123	216	66		0	
Hardin	4,608	914	47	X	0	
Harris	247,823	21,873	88,055		0	
Harrison	8,998	1,797	313	X	0	
Hartley	400	88	0		0	
Haskell	1,585	353	133		0	
Hays	7,877	568	1,895	X	0	
Hemphill	391	64	186		0	
Henderson	5,445	1,337	221	X	0	
Hidalgo	99,081	7,240	60,606	X	0	
Hill	3,936	1,293	163	X	0	
Hockley	4,513	403	869		0	
Hood	1,547	408	63		0	
Hopkins	3,612	1,075	163		12,443	
Houston	4,710	1,368	106	X	0	
Howard	4,940	809	841		0	
Hudspeth	838	91	567	X	2,233	
Hunt	8,469	1,899	188		0	
Hutchinson	1,901	517	181		0	
Irion	169	51	47		0	
Jack	858	289	48		0	
Jackson	2,037	401	316		0	
Jasper	4,794	993	27	X	21,850	
Jeff Davis	410	67	164		0	
Jefferson	33,141	4,435	2,442	X	0	
Jim Hogg	1,157	300	996	X	0	
Jim Wells	7,592	1,073	3,959		0	
Johnson	5,410	1,286	400		36,697	
Jones	2,765	763	327		9,895	
Karnes	3,165	648	1,141	X	0	
Kaufman	5,437	1,181	385		0	
Kendall	1,366	285	243		0	
Kenedy	189	18	150		0	
Kent	210	40	10		0	
Kerr	3,455	682	576	X	0	
Kimble	633	177	83		0	
King	68	5	10		-	X
Kinney	805	81	370	X	0	
Kleberg	6,841	580	2,037		0	
Knox	1,194	247	178		0	
Lamar	8,111	1,901	32	X	0	
Lamb	4,191	460	787		16,658	
Lampasas	1,981	402	145	X	0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
La Salle	2,233	310	1,140	X	5,840	
Lavaca	3,013	1,331	298	X	16,139	
Lee	1,855	607	181	X	7,002	
Leon	2,309	788	63	X	0	
Liberty	6,368	1,241	116		20,893	
Limestone	4,259	1,350	176	X	9,757	
Lipscomb	472	98	60	X	-	X
Live Oak	1,522	292	551		0	
Llano	1,142	386	75		0	
Loving	0	0	8		-	X
Lubbock	28,821	2,452	4,318		0	
Lynn	2,211	277	459	X	0	
Madison	1,815	493	269	X	0	
Marion	2,781	579	6	X	7,717	
Martin	736	44	271		0	
Mason	737	199	121		0	
Matagorda	4,698	860	1,093		0	
Maverick	12,357	850	9,749	X	0	
McCulloch	1,776	493	446		0	
McLennan	28,093	4,435	1,899	X	0	
McMullen	73	14	28		-	X
Medina	5,045	767	1,879	X	0	
Menard	650	157	69	X	0	
Midland	7,049	633	2,212		0	
Milam	4,930	1,358	421		0	
Mills	847	288	67		-	X
Mitchell	1,902	335	341		0	
Montague	2,196	786	59		8,808	
Montgomery	9,785	1,707	863		0	
Moore	1,661	156	676	X	0	
Morris	2,125	526	39	X	11,599	
Motley	559	100	20	X	0	
Nacogdoches	8,200	1,393	385		0	
Navarro	6,182	1,755	290		0	
Newton	2,708	602	0	X	0	
Nolan	2,637	523	429		0	
Nueces	44,365	4,355	16,567	X	0	
Ochiltree	763	100	301		0	
Oldham	175	21	16		-	X
Orange	8,285	1,140	281	X	32,232	
Palo Pinto	2,841	756	327	X	9,594	
Panola	3,009	883	102		0	
Parker	4,632	1,105	424	X	0	
Parmer	2,402	115	771		7,229	
Pecos	2,506	272	1,395		0	
Polk	4,682	1,027	359	X	0	
Potter	12,779	1,880	1,866		0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
Presidio	2,102	388	1,276	X	0	
Rains	804	271	0	X	0	
Randall	3,971	482	315		0	
Reagan	673	58	266		0	
Real	845	113	91	X	-	X
Red River	4,107	1,074	84	X	0	
Reeves	3,813	406	2,168	X	0	
Refugio	1,670	300	503		0	
Roberts	114	23	0		-	X
Robertson	3,821	1,149	202	X	0	
Rockwall	1,164	297	149		0	
Runnels	2,329	594	293		0	
Rusk	5,711	1,509	199		0	
Sabine	1,842	584	9	X	7,591	
San Augustine	2,108	519	7	X	5,855	
San Jacinto	2,646	562	34	X	9,760	
San Patricio	10,463	1,186	4,769	X	0	
San Saba	1,465	310	112	X	0	
Schleicher	430	86	98		0	
Scurry	2,136	445	394		0	
Shackelford	470	144	46		0	
Shelby	4,913	1,532	22	X	17,257	
Sherman	288	54	49		0	
Smith	16,865	2,829	1,048	X	57,177	
Sommervell	451	166	33	X	0	
Starr	13,698	1,166	8,431	X	-	X
Stephens	1,416	309	71	X	0	
Sterling	194	18	39		-	X
Stonewall	388	136	34		0	
Sutton	881	139	478		0	
Swisher	2,431	221	323		0	
Tarrant	79,124	10,788	12,066	X	0	
Taylor	12,394	1,962	1,660		0	
Terrell	291	59	137	X	0	
Terry	3,322	384	998		0	
Throckmorton	392	115	7		-	X
Titus	2,736	835	245		10,439	
Tom Green	10,114	1,779	2,381		0	
Travis	57,504	4,553	8,486		73,683	
Trinity	1,893	612	5	X	3,758	
Tyler	2,590	701	17	X	0	
Upshur	3,919	1,117	45	X	0	
Upton	854	101	221		0	
Uvalde	6,250	640	2,592	X	0	
Val Verde	10,482	942	5,843	X	0	
Van Zandt	3,987	1,084	142		0	
Victoria	8,893	1,195	2,606		0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
Walker	6,247	958	637		17,853	
Waller	2,711	663	102		0	
Ward	1,872	357	673		0	
Washington	3,365	1,118	176	X	0	
Webb	32,492	2,806	22,082	X	7,809	
Wharton	6,806	1,615	1,170		0	
Wheeler	991	286	18		0	
Wichita	13,965	2,380	1,105		0	
Wilbarger	3,064	712	193		0	
Willacy	6,065	623	3,031	X	0	
Williamson	7,383	1,599	1,312		39,462	
Wilson	2,936	711	817	X	0	
Winkler	1,189	177	559		0	
Wise	3,235	726	453		0	
Wood	3,429	903	58		18,458	
Yoakum	1,449	114	531		0	
Young	2,146	570	96		5,853	
Zapata	1,874	262	1,433	X	-	X
Zavala	4,503	523	3,294	X	3,332	
TOTAL	2,054,894	272,189	582,955		890,033	

*Source of data is 1980 Census of Population. The definitions for the disadvantaged categories are reiterated in the Basic State Plan, Parts A and B.

Criteria for judging adequacy of library service in those areas where there are high concentrations of economically disadvantaged and limited English speaking Texans are same criteria which are identified in Part C, Sections 1 and 2 of the Basic State Plan.

**Qualified Areas under the Public Works and Economic Development Act of 1965 as amended May, 1978, U.S. Department of Commerce, Economic Development Administration

***Underserved populations are those persons not residing within an area which supports public library services through local taxes. Public library services are generally unavailable to these persons except through payment of non-resident use fees. These data are for 1983.

Similarly, each of the 10 library systems in the state contains a significant proportion of disadvantaged persons, as indicated by the tables below.

DISADVANTAGED POPULATIONS BY SYSTEM

SYSTEM	INCIDENCE OF POVERTY	ELDERLY BELOW POVERTY LEVEL	CHILDREN BELOW POVERTY LEVEL	LIMITED ENGLISH-SPEAKING
Big Country Library System	60,887	13,628	19,744	9,657
Central Texas Library System	214,228	34,263	63,979	23,159
Houston Area Library System	433,706	54,512	158,833	109,264
Northeast Texas Library System	336,284	59,306	120,299	41,705
North Texas Library System	138,914	23,776	45,090	16,866
San Antonio Area Library System	259,035	29,000	114,613	98,470
South Texas Library System	332,896	32,530	155,658	177,490
Texas Panhandle Library System	44,997	6,514	17,267	7,736
Texas Trans-Pecos Library System	113,763	8,270	53,749	74,102
West Texas Library System	101,153	10,390	41,996	24,536

PERCENTAGE OF DISADVANTAGED PERSONS BY SYSTEM

SYSTEM	INCIDENCE OF POVERTY	ELDERLY BELOW POVERTY LEVEL	CHILDREN BELOW POVERTY LEVEL	LIMITED ENGLISH-SPEAKING
National* Average	13.0%	15.7%	17.9%	6.4%
Big Country Library System	13.88%	20.00%	16.31%	2.22%
Central Texas Library System	15.82%	22.00%	17.75%	1.71%
Houston Area Library System	11.04%	18.23%	13.40%	2.78%
Northeast Texas Library System	11.79%	19.39%	14.55%	1.48%
North Texas Library System	9.70%	16.48%	11.09%	1.18%
San Antonio Area Library System	19.20%	21.83%	26.41%	7.30%
South Texas Library System	25.84%	25.92%	33.75%	13.78%
Texas Panhandle Library System	12.16%	15.86%	15.39%	2.09%
Texas Trans-Pecos Library System	21.37%	22.65%	28.66%	13.92%
West Texas Library System	14.89%	16.71%	19.89%	3.61%

*Based on percent of persons within each category in comparison with total U.S. Population.

In order to provide better public library services to disadvantaged population groups in Texas, an objective has been set to have the library systems expend at least $750,000 of their funds annually on materials and services impacting disadvantaged population groups. The fact that system expenditures in SFY 1984 fell short of this figure by $226,764 indicates that there is still a need for systems to improve their performance in this area.

ACTION
PLANS 5.21 **Increase materials available in state institutional libraries through a centralized acquisitions program...**

5.22 **Distribute 60 informational items per year to inform institutional librarians about...Texas State Library...services.**

Standards

Library Standards for Adult Correctional Institutions (5), Library Standards for Juvenile Correctional Institutions (6), and Standards for Libraries at Institutions for the Mentally Retarded (7).

Need Indicators

There are over 52,000 persons residing in state institutions. These institutions vary widely as to the number of residents and the amount of money available to provide library materials.

There is no coordinating authority among the six state agencies concerned with residential institutions. Therefore, the Texas State Library must independently provide impetus for library service within these facilities. Until such time as the current conflict is resolved concerning the establishment of community-based facilities, it is unlikely that sufficient funds will be available for institutional libraries to purchase materials.

The 1981 Texas State Library survey of libraries in state residential institutions underwent an exhaustive analysis by staff. Since detailed results are complicated by incomplete reporting, the results are presented with explanatory footnotes. The following tables indicate the needs existing at these facilities.

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT
TEXAS DEPT OF CORRECTIONS FACILITIES FY 1981

		Books			Magazines			Newspapers		
	(Population)	Standard(a)	Existing	Need	Standard(b)	Existing	Need	Standard(c)	Existing	Need
Beto I	1579	10000	1572	8428	140	17	123	20	14	6
Beto II	150	10000	800	9200	60	17	43	20	14	6
Central	977	10000	3677	6323	102	17	85	20	14	6
Clemens	1184	10000	9385	615	115	17	98	20	14	6
Coffield	4076	15000	10650	4350	296	17	279	20	14	6
Darrington	1917	10000	6462	3530	161	17	144	20	14	6
Diagnostic	1187	10000	0	10000	115	17	98	20	14	6
Eastham	3248	15000	11385	3615	244	17	227	20	14	6
Ellis	2735	15000	10098	4902	212	17	195	20	14	6
Ferguson	2500	15000	9050	5950	197	17	180	20	14	6
Coore	1005	10000	7050	2950	104	17	87	20	14	6
Jester I	364	10000	0	10000	64	17	47	20	14	6
Jester II	388	10000	3416	6584	65	17	48	20	14	6
Jester III	833	10000	800	9200	93	17	76	20	14	6
John Sealy	21	10000	0	10000	60	17	43	20	14	6
Mountain View	540	10000	4440	5560	75	17	58	20	14	6
Pack I	347	10000	700	9300	63	17	46	20	14	6
Ramsey I	2156	10000	8032	1968	176	17	159	20	14	6
Ramsey II	514	10000	6135	3865	73	17	56	20	14	6
Retrieve	1002	10000	6365	3635	103	17	86	20	14	6
Walls	2071	10000	8861	1139	170	17	156	20	14	6
Wynne	2581	15000	11059	3941	202	17	185	20	14	6
TOTAL	31,375									

TEXAS DEPT OF CORRECTIONS FACILITIES - FY 1981
(Continued)

		Film Media(d)			Recordings			Reader Space		
	(Population)	Standard	Existing(e)	Need	Standard	Existing(e)	Need	Standard	Existing	Need
Beto I	1579	620	NA	?	620	NA	?	16579	3200	13379
Beto II	150	150	NA	?	150	NA	?	1575	2700	0
Central	977	469	NA	?	469	NA	?	10258	81	10177
Clemens	1184	551	NA	?	551	NA	?	12432	4000	8432
Coffield	4076	1244	NA	?	1244	NA	?	42798	3200	39598
Darrington	1917	704	NA	?	704	NA	?	20128	820	19308
Diagnostic	1187	521	NA	?	521	NA	?	12463	0	12463
Eastham	3248	1037	NA	?	1037	NA	?	34104	1608	32496
Ellis	2735	908	NA	?	908	NA	?	28717	1608	27109
Ferguson	2500	850	NA	?	850	NA	?	33768	3216	30552
Coore	1005	476	NA	?	476	NA	?	10552	700	9852
Jester I	364	316	NA	?	316	NA	?	3822	0	3822
Jester II	388	322	NA	?	322	NA	?	4074	8000	0
Jester III	833	433	NA	?	433	NA	?	8746	2700	6046
John Sealy	21	21	NA	?	21	NA	?	220	1080	0
Mountain View	540	360	NA	?	360	NA	?	5670	1056	4614
Pack I	347	311	NA	?	311	NA	?	3643	3200	443
Ramsey I	2156	764	NA	?	764	NA	?	2263	697	1566
Ramsey II	514	353	NA	?	353	NA	?	5397	913	4484
Retrieve	1002	475	NA	?	475	NA	?	10521	1000	9521
Walls	2071	742	NA	?	742	NA	?	21745	5870	15875
Wynne	2581	870	NA	?	870	NA	?	27100	950	26150

TEXAS DEPT OF CORRECTIONS FACILITIES FY 1981
(Continued)

		Professional Lib			Other Staff			Program		
	(Population)	(g) Standard	Existing	Need	(h) Standard	Existing	Need	(k) Standard	Existing	Need
Beto I	1579	1	.25	.75	5-6	.1	5-6	6	0	6
Beto II	150	1	.25	.75	2-3	.1	2	6	0	6
Central	977	1	.25	.75	5-6	.1	5-6	6	0	6
Clemens	1184	1	.25	.75	5-6	.1	5-6	6	0	6
Coffield	4076	1	.25	.75	5-6	.1	5-6	6	0	6
Darrington	1917	1	.25	.75	5-6	.1	5-6	6	0	6
Diagnostic	1187	1	.25	.75	5-6	.1	5-6	6	0	6
Eastham	3248	1	.25	.75	5-6	.1	5-6	6	0	6
Ellis	2735	1	.25	.75	5-6	.1	5-6	6	0	6
Ferguson	2500	1	.25	.75	5-6	.1	5-6	6	0	6
Coore	1005	1	.25	.75	5-6	.1	5-6	6	0	6
Jester I	364	1	.25	.75	3	.1	3	6	0	6
Jester II	388	1	.25	.75	3	.1	3	6	0	6
Jester III	833	1	.25	.75	5-6	.1	5-6	6	0	6
John Sealy	21	1	.25	.75	1	.1	1	6	0	6
Mountain View	540	1	.25	.75	5-6	.1	5-6	6	0	6
Pack I	347	1	.25	.75	3	.1	3	6	0	6
Ramsey I	2156	1	.25	.75	5-6	.1	5-6	6	0	6
Ramsey II	514	1	.25	.75	5-6	.1	5-6	6	0	6
Retrieve	1002	1	.25	.75	5-6	.1	5-6	6	0	6
Walls	2071	1	.25	.75	5-6	.1	5-6	6	0	6
Wynne	2581	1	.25	.75	5-6	.1	5-6	6	0	6
Totals		32	8	24	102-118	3	99-115			

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TEXAS DEPT OF CORRECTIONS FACILITIES FY 1981
(Continued)

		Material Budget			Total Budget				
		(i)			(j)			(l)	(m)
	(Population)	Standard	Existing	Need	Standard	Existing	Need	Information Services	Interlibrary Loan
Beto I	1579	----	----	----	----	----	----	X	X
Beto II	150	----	----	----	----	----	----	X	X
Central	977	----	----	----	----	----	----	X	X
Clemens	1184	----	----	----	----	----	----	X	X
Coffield	4076	----	----	----	----	----	----	X	X
Darrington	1917	----	----	----	----	----	----	X	X
Diagnostic	1187	----	----	----	----	----	----	X	X
Eastham	3248	----	----	----	----	----	----	X	X
Ellis	2735	----	----	----	----	----	----	X	X
Ferguson	2500	----	----	----	----	----	----	X	X
Coore	1005	----	----	----	----	----	----	X	X
Jester I	364	----	----	----	----	----	----	X	X
Jester II	388	----	----	----	----	----	----	X	X
Jester III	833	----	----	----	----	----	----	X	X
John Sealy	21	----	----	----	----	----	----	X	X
Mountain View	540	----	----	----	----	----	----	X	X
Pack I	347	----	----	----	----	----	----	X	X
Ramsey I	2156	----	----	----	----	----	----	X	X
Ramsey II	514	----	----	----	----	----	----	X	X
Retrieve	1002	----	----	----	----	----	----	X	X
Walls	2071	----	----	----	----	----	----	X	X
Wynne	2581	----	----	----	----	----	----	X	X
Total		$2,510,000	$74,339	$2,435,661	$4,919,615	$342,787	$4,576,828		

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - OTHER ADULT INSTITUTIONS - FY 1981

NAME	(Population)	(a) STANDARD	EXISTING	NEED	(b) STANDARD	EXISTING	NEED	(c) STANDARD	EXISTING	NEED
			Books			Magazines			Newspapers	
San Antonio State Chest Hospital	1200	10000	4944	5056	116	3	113	20	1	19
School for the Blind	197	10000	7710	2290	60	106	--	20	3	17
School for the Deaf	386	10000	7967	2033	65	40	25	20	2	18
		(d)	Film Media		(e)	Recordings		(f) Reader Space (In sq. ft.)		
San Antonio State Chest Hospital	1200	525	98	427	525	0	525	6300	561	5739
School for the Blind	197	300	1743	---	300	2500	---	1034	5888	---
School for the Deaf	386	322	90	232	322	0	322	2026	2440	---
		(g)	Professional Lib		(h)	Other Staff		(i)	Materials Budget	
San Antonio State Chest Hospital	1200	1	1	0	5- 6	0	5-6	96000	$ 143	$95857
School for the Blind	197	1	1	0	2	2	0	15760	14222	1538
School for the Deaf	386	1	1	0	3	3	0	30880	7726	23154
		(j)	Total Budget		(k)	Programming		(1) Information Referral Services		
San Antonio State Chest Hospital	1200	$164711	$16833	$147878	6	5	1			?
School for the Blind	197	62215	86297	0	6	9	0			?
School for the Deaf	386	165082	57032	108050	6	15	0			?
		(m) Interlibrary Loan Services								
San Antonio State Chest Hospital				X						
School for the Blind				?						
School for the Deaf				?						

STANDARDS FOR LIBRARIES FOR ADULT CORRECTIONAL INSTITUTIONS
TEXAS MENTAL HEALTH INSTITUTIONS - FY 1981

Name of State School/Hospital	(Population)	Books			Magazines			Newspapers		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
AUSTIN H	752	10,000	3,747	6,253	88	0	88	20	3	17
BIG SPRING	379	10,000	1,800	8,200	65	0	65	20	1	19
KERRVILLE	612	10,000	4,072	5,928	80	12	68	20	3	17
RUSK	1,018	10,000			105		?	20	5	15
SAN ANTONIO H	763	10,000	5,484	4,516	89	33	56	20	6	14
TERRELL	934	10,000	8,984	1,016	100	17	83	20	30	0
WICHITA FALLS	569	10,000	5,600	4,400	77	0	77	20	20	0
VERNON N & S	458	10,000	826	9,174	70	140	0	20	14	6
Total #8	5,485									

UNIT	(Population)	Film Media(d)			Recordings			Reader Space		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
AUSTIN	752	443	0	443	443	0	443	7,896	1,304	6,592
BIG SPRING	379	320	0	320	320	18	302	3,979	720	3,259
KERRVILLE	612	378	0	378	378	0	378	6,426	6,050	376
RUSK	1,018	480	0	480	480	0	480	10,689	1,000	9,689
SAN ANTONIO	763	416	158	258	416	200	216	8,011	1,296	6,715
TERRELL	934	459	237	222	459	20	439	9,807	1,650	8,157
WICHITA FALLS	569	367	306	61	367	500	0	5,974	1,700	4,274
VERNON N & S	458	340	90	250	340	200	140	4,809	3,000	1,809

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS
TEXAS MENTAL HEALTH INSTITUTIONS - FY 1981
(Continued)

	(Population)	Professional Staff (g) Standard	Professional Staff Existing	Professional Staff Need	Other Staff (h) Standard	Other Staff Existing	Other Staff Need	Total Budget (i) Standard	Total Budget Existing	Total Budget Need
AUSTIN		1	0	1	5-6	1	4-5	$479,416	$6,447	$414,939
BIG SPRING		1	1	0	3	0	3	241,664	5,196	236,468
KERRVILLE		1	0	1	5-6	0	5-6	258,868	9,795	249,073
RUSK		1	0	1	5-6	5	0	460,140	NA	?
SAN ANTONIO		1	0	1	5-6	1	4-5	554,009	14,408	5[illegible]9,601
TERRELL		1	0	1	5-6	1	4-5	458,165	17,231	440,934
WICHITA FALLS		1	0	1	5-6	1	4-5	316,984	17,968	299,016
VERNON N & S		1	0	1	3	1	2	258,903	9,626	249,277

	(Population)	Materials Budget Standard	Materials Budget Existing	Materials Budget Need	Programming Standard	Programming Existing	Programming Need	Information Services	Interlibrary Loan
AUSTIN H	752	60,160	$ 602	59,558	6	8	0		
BIG SPRING	379	30,320	0	30,320	6	5	1		
KERRVILLE	612	48,960	448	48,512	6	9	0		
RUSK	1,018	81,440	0	81,440	6	2	4	X	
SAN ANTONIO H	763	61,040	985	60,055	6	5	1		X
TERRELL	934	74,720	1,282	73,438	6	12	0		
WICHITA FALLS	569	45,520	1,060	44,460	6	15	0		
VERNON N & S	458	36,640	3,554	33,086	6	18	0		

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS

Footnotes

a. 10,000 volumes or 15,000 volumes if population is over 2,400.

b. 60 titles for the first 300 residents; one title per 16 residents thereafter.

c. Minimum of 20 titles.

d. One title per resident for first 300 residents; one title per four residents thereafter.

e. It was reported that these items are not now part of the library collection.

f. 10.5 square feet per resident; calculated by assuming that one-half of the reported square footage is available as reading space; and by using the standard of seating for 15% of the total population at 35 square feet each.

g. One professional librarian.

h. For population ranges:
100 - 300: two other staff
300 - 500: three other staff
500 + : five - six other staff

i. $80/resident; calculated by estimating the average costs of purchasing two books, two subscriptions and two recordings per resident: 2($16) + 2($14) + 2($10) = $80.

j. 2% of total institution budget.

k. Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

l. An "x" indicates the need for Information and Reference Service.

m. An "x" indicates the use of interlibrary loan service.

TABLE IX

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
TEXAS YOUTH COUNCIL FACILITIES FY - 1981

		Books			Magazines			Newspapers		
Name of State Homes & Schools	(Population)	Standard(a)	Existing	Need	Standard(b)	Existing	Need	Standard(c)	Existing	Need
BROWNWOOD	231	4,620	2,300	2320	40-80	92	0	5	2	3
CROCKETT	159	4,000	20,182	0	40-80	43	0	5	2	3
GAINSVILLE	275	3,500	3,733	1767	40-80	35	5-45	5	8	0
GIDDINGS	255	5,100	8,445	0	40-80	21	19-69	5	1	4
WEST TEXAS	149	4,000	6,393	0	40-80	34	6-46	5	1	4
TOTAL	1,069									

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
TEXAS YOUTH COUNCIL FACILITIES FY - 1981

		Film Media			Recordings			AV Equipment		
Name of State Homes & Schools	(Population)	(d) Standard	Existing	Need	(e) Standard	Existing	Need	(g) Standard	Existing	Need
BROWNWOOD	231	3003	4582	0	1386	8446	0	58	127	0
CROCKETT	159	2067	70	1997	954	150	804	40	56	0
GAINESVILLE	275	3575	908	2667	1650	139	1611	69	30	39
GIDDINGS	255	3315	24	3291	1530	21	1509	64	37	27
WEST TEXAS	149	1937	300	1687	894	50	844	37	41	0

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
TEXAS YOUTH COUNCIL FACILITIES FY - 1981

(Continued)

Name of State Homes & Schools	(Population)	Reader Space (In Sq. Ft.) (h) Standard	Reader Space Existing	Reader Space Need	Other Staff (i) Standard	Other Staff Existing	Other Staff Need	Material Budget (j) Standard	Material Budget Existing	Material Budget Need
BROWNWOOD	231	577 - 850	NA	577-850	3	1	2		300	NA
CROCKETT	159	397 - 595	880	0	2	10	0		8014	NA
GAINESVILLE	275	687 -1030	1000	30	3	0	3		1889	NA
GIDDINGS	255	637 - 955	210	427-745	3	0	3		315	NA
WEST TEXAS	149	372 - 557	642	0	2	1	1		600	NA

		Professional Librarian Standard(k)	Professional Librarian Existing	Professional Librarian Need	Total Budget Standard(l)	Total Budget Existing	Total Budget Need	Programming Standard(m)	Programming Existing	Programming Need
BROWNWOOD	231	1	0	1	53955	12472	41483	6	5	1
CROCKETT	159	1	0	1	39162	8327	30835	6	9	0
GAINESVILLE	275	1	1	0	49864	24181	25683	6	4	2
GIDDINGS	255	1	1	0	49106	23756	25350	6	9	0
WEST TEXAS	149	1	0	1	31618	22520	9098	6	12	0

		Information Services(n) Need	Interlibrary Loan(o) Need
BROWNWOOD	231	no	no
CROCKETT	159	x	x
GAINESVILLE	275	no	no
GIDDINGS	255	x	no
WEST TEXAS	149	no	no

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS

Footnotes

a. 4,000 volumes or 20 volumes per resident, whichever is greater.

b. 40-80 titles.

c. 5 titles. (standard set by administrative staff at Texas State Library)

d. 13 titles per resident; combines the filmstrip standard (10/resident) and the Super 8 and 8mm standard (3/resident).

e. 6 recordings, titles/resident. (standard set by administrative staff at Texas State Library)

f. Other materials that should be provided: Games, puzzles, kits, etc., but no standard set for category.

g. For every 100 residents, 25 pieces of audiovisual equipment is needed.

h. The Reading Room should be large enough to seat a minimum of 10 percent to 15 percent of the population (allowing 25 square feet per person), but never fewer than the largest class groups.

i. For population ranges:
100-200: two other staff
200-500: three other staff
500 + : five-six other staff

j. \$80/resident; calculated by estimating the average costs of purchasing two books, two subscriptions, and two recordings per resident; 2(\$16) + 2(\$14) + 2(\$10) = \$80.

k. One professional librarian.

l. 1.0% of total institution budget.

m. Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

n. An "x" indicates the need for Information and Reference Service.

o. An "x" indicates the use of interlibrary loan service.

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED
TEXAS MENTAL RETARDATION INSTITUTIONS - SFY 1982

Name of State School	(Population)	Books			Magazines			Newspapers		
		(a) Standard	Existing	Need	(b) Standard	Existing	Need	(c) Standard	Existing	Need
ABILENE	1,278	12,780	NA	?	25	8	17	5	3	2
AUSTIN	977	9,770	NA	4,885	25	NA	?	5	NA	?
BRENHAM	468	4,680	NA	?	25	NA	?	5	NA	?
CORPUS CHRISTI	516	5,160	0	5,160	25	0	25	5	0	?
DENTON	1,055	10,550	NA	?	25	NA	?	5	NA	?
FT WORTH	560	5,600	1,403	4,197	25	6	19	5	3	2
LUBBOCK	605	6,050	NA	?	25	NA	?	5	NA	?
LUFKIN	709	7,090	NA	?	25	NA	?	5	NA	?
MEXIA	1,372	13,720	1,443	12,277	25	15	10	5	0	5
RICHMOND	1,030	10,300	NA	?	25	NA	?	5	NA	?
SAN ANGELO	764	7,640	987	6,653	25	15	10	5	2	3
TRAVIS	1,080	10,800	NA	?	25	NA	?	5	NA	?
TOTAL	10,414									

Name of State School/Hospital	(Population)	Film Media			Recordings			Toys		
		(d) Standard	Existing	Need	(e) Standard	Existing	Need	(f) Standard	Existing	Need
ABILENE	1,278	600	2,134	0	500	2134	0	2556	342	2214
AUSTIN	977	600	NA	?	500	NA	?	1954	NA	?
BRENHAM	468	600	NA	?	500	NA	?	936	NA	?
CORPUS CHRISTI	516	600	0	600	500	0	500	1032	0	1036
DENTON	1,055	600	NA	?	500	NA	?	2110	NA	?
FT WORTH	560	600	914	0	500	191	309	1120	6	1114
LUBBOCK	605	600	NA	?	500	NA	?	1210	NA	?
LUFKIN	709	600	NA	?	500	NA	?	1418	NA	?
MEXIA	1,372	600	0	600	500	36	464	2744	0	2744
RICHMOND	1,030	600	NA	?	500	NA	?	2060	NA	?
SAN ANGELO	764	600	4	596	500	20	480	1528	0	1528
TRAVIS	1,080	600	0	600	500	0	500	2160	0	2160

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED
TEXAS MENTAL RETARDATION INSTITUTIONS - SFY 1982
(Continued)

Name of State School	(Population)	A-V Equipment (g) Standard	Existing	Need	Reader Space in Sq. Ft. (h) Standard	Existing	Need	Reader Seats (i) Standard	Existing	Need
ABILENE	1,278	102-120	191	0	7,668	456	7,212	128	0	128
AUSTIN	977	85-100	NA	?	5,862	NA	?	98	NA	?
BRENHAM	468	34- 40	NA	?	2,808	NA	?	47	NA	?
CORPUS CHRISTI	516	34- 40	0	3,440	3,096	0	3,096	52	0	52
DENTON	1,055	85-100	NA	?	6,330	NA	?	105	NA	?
FT WORTH	560	51- 60	194	0	3,360	50	3,310	56	12	44
LUBBOCK	605	51- 60	NA	?	3,630	NA	?	60	NA	?
LUFKIN	709	68- 80	NA	?	4,254	NA	?	715	NA	?
MEXIA	1,372	119-140	34	85-106	8,232	440	7,792	137	16	121
RICHMOND	1,030	85-100	NA	?	6,180	NA	?	103	NA	?
SAN ANGELO	764	68- 80	5	63- 75	4,584	228	4,356	76	10	66
TRAVIS	1,080	85-100	0	85-100	6,480	0	6,480	108	0	108

	(Population)	Professional Staff (j) Standard	Existing	Need	Other Staff (k) Standard	Existing	Need	Total Budget (l) Standard	Existing	Need
ABILENE		3	0	3	11-12	2	9-10	114,130	22,271	91,859
AUSTIN		3	NA	?	8-11	NA	?	98,970	NA	?
BRENHAM		2	NA	?	7	NA	?	61,013	NA	?
CORPUS CHRISTI		2	0	2	7	0	7	56,174	0	56,174
DENTON		3	NA	?	11-12	NA	?	117,551	NA	?
FT. WORTH		2	0	2	7	1	6	62,796	9,630	53,166
LUBBOCK		3	NA	?	8	NA	?	55,199	NA	?
LUFKIN		3	NA	?	8	NA	?	59,948	NA	?
MEXIA		3	0	3	11-12	2	9-10	116,389	5,640	110,749
RICHMOND		3	NA	?	11-12	NA	?	90,172	NA	?
SAN ANGELO		3	0	3	8	2	6	61,533	2,583	58,950
TRAVIS		3	0	3	11-12	3	7- 9	98,794	0	98,794

(Continued)

Name of State School	(m) Programming Standard	Existing	Need	(n) Information Need	(o) Interlibrary Loan Need
ABILENE	6	6	0		X
AUSTIN	6	NA	?	NA	NA
BRENHAM	6	NA	?	NA	NA
CORPUS CHRISTI	6	0	6	X	X
DENTON	6	NA	?	NA	NA
FT. WORTH	6	10	0		
LUBBOCK	6	NA	?	NA	NA
LUFKIN	6	NA	?	NA	NA
MEXIA	6	16	0		
RICHMOND	6	NA	?	NA	NA
SAN ANGELO	6	7	0	X	X
TRAVIS	6	9	0		X

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED

Footnotes

a. 2,500 titles or 10 per client, whichever is greater.

b. 25 magazine titles.

c. 5 newspaper titles.

d. Film media standard: 600 titles; this combines the published filmstrip standard (500 titles) with 8mm and Super 8 standard (100 titles).

e. 500 cassette or disc recordings.

f. Two toys per client.

g. These numbers indicated the total number of pieces of all types of audio-visual equipment; the Standards state that the following equipment is needed for each 200 residents which equals: 17-20

Record players: 4-6
Tape recorders: 2
Tape players: 3
Sound filmstrip viewers: 1
Sound filmstrip projectors: 2-3
16mm film projectors: 1
8mm film projectors: 1
Overhead projectors: 1
Slide projectors: 1
Projector screen: 1

h. 10% of the user population, allowing for 60 square feet per user up to 10,000 square feet.

i. 10 to 15 seats per 100 residents.

j. For population ranges:
100-300: one professional librarian
300-600: two professional librarians
600 + : three professional librarians

k. For population ranges:
100-200: three other staff
200-400: four other staff
400-600: seven other staff
600-800: eight other staff
800-1,000: 8-11 other staff
1,000 + : 11-12 other staff

l. .5% of total institution budget.

m. Because the standards do not quantify the programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

n. An "x" indicates the need for Information and Reference Services.

o. An "x" indicates the use of Interlibrary Loan Services.

ACTION
PLANS 5.31 Maintain the number of locally-produced non-commercial titles for blind readers...

5.32 Increase the number of commercially acquired volumes for blind readers...

5.33 Maintain a circulation of materials for the blind at 40 volumes per active patron per year.

5.34 Maintain a circulation of materials for the blind at 29 volumes per active institution per year.

5.35 Increase the number of new blind patrons registered by at least 3,000 per year.

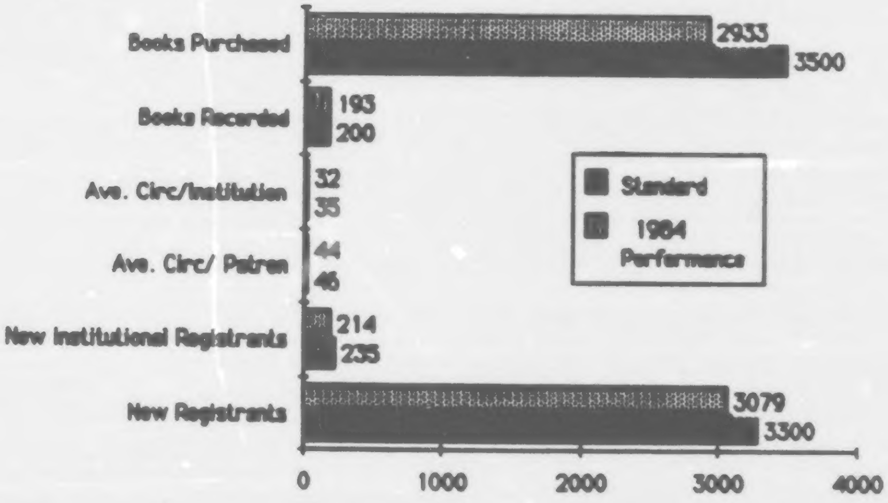
5.36 Increase the number of new institutions registered by at least 200 each year.

Standard

Administrative standards have been set as follows:

Number of new individuals registered	3,300
Number of new institutions registered	235
Average circulation per active patron	46
Average circulation per active institution	35
Number of books recorded	200
Number of books purchased	3,500

Need Indicator


SERVICES TO THE BLIND AND PHYSICALLY HANDICAPPED: 1984
PERFORMANCE VS. STANDARDS

ACTION
PLAN 5.41 **Distribute Texas Reading Club participation forms to public libraries upon request...**

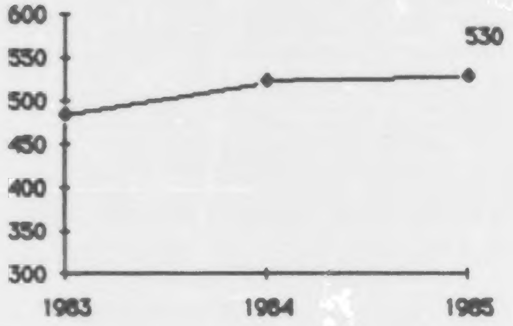
Standard

The library has a positive program "of guidance in the use of educational, informational, and recreational materials." (1, Standard 24, i., p. 32)

Need Indicator

The Texas Reading Club continues to be a highly successful and popular program, the need for which is demonstrated by increased participation in recent years.

GROWTH IN LIBRARY PARTICIPATION IN THE TEXAS READING CLUB



ACTION
PLAN 5.51 **Circulate videocassettes from the Texas State Library collections...**

Standard

"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p. 33)

"A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately." (1, Standard 39, p. 41)

Need Indicator

Demand for videocassettes remains high despite somewhat lower attendance statistics in SFY 1984. Though attendance for 1984 totaled 148,656 as compared to 176,320 in the previous year, 41 more libraries and institutions utilized the service (219 as opposed to 178 in SFY 1983).

ACTION
PLANS 5.61 **Provide assistance to libraries...to develop and improve local adult education programs.**

5.62 **Assist library systems in establishing local literacy projects...**

Standard

"The library system serves individuals with special needs." (1, Standard 26, p. 33)

Need Indicator

According to the 1980 Census, 4,081,281 adults in Texas have not completed high school. Research data from the Adult Performance Level Project demonstrates a high correlation between years of school completed and functional literacy, defined as the ability to read, comprehend, write, and compute at a level sufficient for successful adult living. The Texas Education Agency estimates that 2,845,514 Texans cannot read or write at the most rudimentary level.

The Texas State Library must provide assistance, through the regional library systems, to support literacy programs in public libraries.

REFERENCES

1. *Minimum Standards for Public Library Systems, 1966* (American Library Association, 1967).
2. *"Texas Library Association Standards and Guidelines for Texas Public Libraries"* (Texas Library Association, 1983).
3. *ALA Interim Standards for Small Public Libraries*.
4. Goldhor's "Experience Formula" published in *Practical Administration of Public Libraries,* 1962, p. 554.
5. *Standards for Libraries at Institutions for the Mentally Retarded* (American Library Association, 1981).
6. *Library Standards for Juvenile Correctional Institutions* (American Library Association, 1975).
7. *Library Standards for Adult Correctional Institutions: Final Draft* (American Library Association/American Correctional Association Joint Committee on Institutional Libraries, 1976).

TEXAS STATE LIBRARY

RESOURCE SHARING PLAN

FY 1986-1988

LIBRARY DEVELOPMENT DIVISION

April 1985

PREFACE

The 1984 amendments to the Library Services and Construction Act require that "the Long-Range Program and Annual Program of each State shall include a statewide resource sharing plan..." [Section 304(a)]

The Act states that this resource sharing plan may include:

(1) criteria for participation in statewide resource sharing to ensure equitable participation by libraries of all types that agree to meet requirements for resource sharing;
(2) an analysis of the needs for development and maintenance of bibliographic access, including data bases for monographs, serials, and audiovisual materials;
(3) an analysis of the needs for development and maintenance of communications systems for information exchange among participating libraries;
(4) an analysis of the needs for development and maintenance of delivery.. systems for exchanging library materials among participating libraries;
(5) a projection of the computer and other technological needs for resource sharing;
(6) an identification of means which will be required to provide users access to library resources, including collection development and maintenance in major public, academic, school, and private libraries serving as resource centers;
(7) a proposal, where appropriate, for the development, establishment, demonstration, and maintenance of intrastate multitype library systems;
(8) an analysis of the State's needs for development and maintenance of links with State and national resource sharing systems; and
(9) a description of how evaluations will be conducted.

In accordance with these directives, the Texas State Library has prepared the following Plan for Fiscal Years 1986 to 1988. Although we have followed the basic outline of the topics listed above, we have also added other sections; in this way, we tried to address some of the issues which were peculiar to our programs and which did not fit neatly under other topics.

We have tried to describe our current and planned resource sharing activities in great detail. We hope that this will provide the information and understanding necessary to make informed opinions on how Texas libraries should improve library services through resource sharing.

We have also identified a new direction for the State's future resource sharing program. This is a proposal by the State Library staff which will be put before the Texas library community for their consideration and recommendations. If adopted, this proposal will require that future Resource Sharing Plans be rewritten to reflect the new direction.

We welcome your comments on this document and our programs in general. Please contact us if you would like us to discuss this plan at a local meeting. We invite you to contact Edward Seidenberg (512/475-4119) if you have any comments, questions or concerns about this plan.

Texas State Library
Austin, Texas
April 15, 1985

RESOURCE SHARING PLAN

INTRODUCTION

This plan was prepared in accordance with Public Law 98-480, the Library Services and Construction Act Amendments of 1984. Its purpose is to comply with Section 304 of the Library Services and Construction Act.

The statewide resource sharing program in Texas is not a separate, identifiable program. Rather, there are a number of distinct projects which work together to form a statewide resource sharing program. Instead of choosing to isolate resource sharing from other activities, we have chosen to integrate it into a number of different projects. By weaving the thread of resource sharing across a spectrum of activities, we hope to provide a wider range of services to more libraries; we also hope that resource sharing can continue to develop even if one of the component projects suffers funding, performance or other problems.

GOAL

The goal for resource sharing in Texas is: "To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources." (Goal 2 of "Statewide Goals for Library Services")

OBJECTIVES

The objectives for this Statewide Resource Sharing Plan are the same as those cited in Goal 2 of Chapters 3 and 4 of The Long Range Plan for Statewide Library Development, 1986-1988.

In addition to achieving the objectives cited above, the primary thrust of the State Library's activities will be:

1) to continue the operation of the separate component programs for state fiscal years 1986 and 1987, barring a major reduction in state or federal funding;

2) to propose revisions to these programs, after discussion and input from the library community, to the State Library and Archives Commission for inclusion in the SFY 1988-1989 biennial budget; and

3) to propose a new direction for resource sharing activities; the State Library staff has prepared an outline of this plan which will be widely discussed with public, academic and other librarians across the state (see pages 17-20); if it is adopted by the Texas State Library and Archives Commission for inclusion in the 1988-1989 biennial budget, the entire Resource Sharing Plan document will be rewritten to reflect the proposed shift in direction.

COMPONENT PROJECTS

Since the resource sharing activities described in this plan are undertaken as part of other projects, it may be useful to summarize and reference these projects:

a) The Texas State Library Communications Network (TSLCN) is the system of contracts and policies by which public libraries, and to a lesser degree academic and special libraries, receive interlibrary loan and referral services. (See Texas State Library LSCA Annual Program: FFY 1986 Title I Project 2.3 and Title III Project 2.2)

b) In the Interlibrary Loan Referral Center Bibliographic Network (BibNet) project, the ten public libraries which serve as TSLCN Referral Centers receive funding to catalog their holdings onto the OCLC, Inc. database. (See Title I Project 2.6)

c) In the Texas Union List of Serials (UTXL), a statewide union list of serials is being constructed using OCLC. (See Title III Project 2.3)

d) Title III Grant Program funds are used to fund a wide variety of projects on a discretionary basis annually. (See Title III Project 1.1 and 2.1)

e) A wide variety of cooperative service projects are conducted in the Texas Library System. These projects are initiated at the regional level and some of them involve resource sharing. (See Title I Project 2.2)

f) The Major Urban Resource Libraries (MURLs) project provides funds to large urban libraries to serve as regional resources to those outside their local jurisdiction. (See Title I Project 7.1)

CRITERIA FOR PARTICIPATION

The criteria for participation in the resource sharing program varies with each of the component activities:

a) In the TSLCN, there are three types of participants:

(1) Referral Centers: the State Library negotiates with major libraries to fund the staff and operating expenses to fill or refer interlibrary loan requests; currently, ten public libraries distributed across the state are selected by the Texas State Library and Archives Commission to serve this role. The other criteria for participation are contained in the contract which specifies the policies and procedures these Centers must follow.

(2) Service Area Libraries: these are the public, academic, and special libraries in a Referral Center's service area which use that Center to fill or refer their ILL requests. According to a policy adopted by the Texas State Library and Archives Commission in 1978, any public, academic, or special library may send their requests to their Referral Center.

(3) Other Libraries: these are the academic and other libraries that fill the requests sent to them by the Referral Centers. The State Library will contract annually to reimburse the net loans of academic libraries at a fixed rate. To participate, the academic library must be capable of receiving the requests over OCLC; they must request the reimbursement; they must agree to attempt to fill all the public, academic and special library requests which are referred by TSLCN Centers; and there must be a reasonable volume of net loans to justify the paperwork.

b) To participate in the Bibliographic Network project, a library must serve as a TSLCN Referral Center.

c) To participate in the Texas Union List of Serials, a library must have their serial local data records entered into the OCLC system; and they must agree to fill serial requests from other Union List participants.

d) To receive a Title III discretionary grant a library or consortium must be a legally established entity and have submitted a successful proposal to undertake a multitype cooperative project in accordance with the guidelines.

e) The Rules for Administering the Library Systems Act which is adopted by the State Library and Archives Commission contains the requirements for membership in the Texas Library System.

f) To participate in the Major Urban Resource Libraries program, a municipal public library must serve over 100,000 persons and agree to provide services to those living outside its jurisdiction.

BIBLIOGRAPHIC ACCESS

One of the most obvious prerequisites to an efficient and effective resource sharing program is the need for bibliographic access to the collections of the participating libraries. Without knowledge of the specific monographic and serial holdings, any large scale resource sharing project would be doomed to expending valuable human resources to handle numerous unsuccessful requests; the fill rate would be low and the turnaround time long.

To address this problem, the State Library adopted the OCLC Online Union Catalog as its defacto statewide holdings database. Since the mid-1970's, all major public and academic libraries in Texas have cataloged their holdings onto OCLC.

To encourage and assist libraries in developing bibliographic access tools, a number of programs are available. While most programs focus on the incorporation of the bibliographic data into the OCLC database, other important projects do not.

A) OCLC based projects:

(1) the Bibliographic Network project provides cataloging funds to the ten public libraries which serve as TSLCN Referral Centers;

(2) the Texas Union List of Serials has begun building an online file of the specific serial holdings in major Texas libraries; the microfiche copy of this union list will allow offline access to these records;

(3) a library can apply for Title III grant funding to join the OCLC system; although the LSCA Advisory Council specifically cited this as an eligible project, this particular activity has not been funded to date;

(4) utilizing the OCLC records of the audiovisual materials owned by both the Association for Higher Education of North Texas libraries and the Texas State Library's Video Project, a union list of audiovisuals has been produced on microfiche; this is a project which was initiated with Title III funds but has been carried on by local funding from participants.

B) Non-OCLC based projects:

(1) some Title III projects have been funded to create non-OCLC based access tools in previous years; currently, it is questionable whether such a project would receive much favor from the LSCA Advisory Council because of the closed, non-universally accessible features of such tools; however, some non-OCLC projects, such as building a database for use in a regional automated resource sharing system, may receive funding because of the other potential benefits to the area and the state;

(2) some Texas public library systems have funded projects to create non-OCLC based access tools; the chief purposes of these projects are to (1) encourage lateral sharing of materials within a system, (2) provide assistance to local libraries in converting their records to machine readable form for use in a current or future automated library system, (3) prepare for a system-wide automation project, (4) use in directing local patrons, via the reference interview, to appropriate titles, and (5) facilitate reciprocal borrowing agreements.

While the OCLC system has become the defacto standard in Texas, there are certain issues which make the OCLC system problematic:

(1) the implications of the copyrighting of the database by OCLC, Inc. are not fully forseeable; libraries could begin dropping their OCLC membership, the result of which would be a database of less utility;

(2) the contract between OCLC, Inc. and its regional representative (i.e., AMIGOS) has not been negotiated; if the failure to reach agreement created a situation in which services were disrupted, the TSLCN program would suffer severe performance problems;

(3) although the cost of OCLC services is, for the most part, reasonable, a variety of factors, such as the deregulation of the telecommunications industry or the economic health of the state government, could make the cost too high for current participants; if they begin dropping their OCLC membership, the database would be of less utility.

Because of these problems and because of rapid technological changes in the marketplace, investigation into other systems and technologies must continue. New, developing technologies (e.g., optical discs) may provide offline access to small libraries which lack access to OCLC now. Other systems (e.g., Washington Library Network, Auto-Graphics, RLIN, UTLAS) may be capable of penetrating the Texas library market to build a statewide database comparable to OCLC's. In the area of automated library systems, a number of vendors (e.g., DataPhase, Geac, CLSI, DRA) may be able to create shared computer systems or linked systems which are capable of serving as a substitute to OCLC's database. Other vendors (e.g., AMIGOS, Marchive, Brodart) could also be in a position to offer bibliographic access services. The State Library staff will propose switching to another vendor when it is clear that either OCLC can no longer provide a viable service or other vendors can provide a service of comparable depth and breadth at a lower cost; in switching to another vendor, we will hold discussions with all interested parties well in advance, if the circumstances permit.

COMMUNICATION SYSTEM

Another obvious prerequisite to an efficient and effective resource sharing program is the need for a communication system to enable participating libraries to transmit requests and responses to each other. Without a standardized communication network, participating libraries would be burdened with the need to purchase additional equipment and to train staff in the various operating systems. In addition, if the communication system is not linked to the bibliographic access system, some way must be found to avoid the labor-intensive task of entering the bibliograhic information into the communications system.

To address this problem, the TSLCN adopted the OCLC Interlibrary Loan Subsystem as its communications system in 1979. About the same time, major Texas academic libraries also began using this subsystem to exchange information about interlibrary lending.

The OCLC Interlibrary Loan subsystem offers numerous beneficial features:

1) the ability to search the entire OCLC database of 11 million records to locate and, hence, verify the necessary bibliographic information; online union lists of serials are also available; this means that almost no other verification/location tools need to be purchased or used by borrowing libraries;

2) the ability to load this bibliographic data into the communications workform automatically;

3) the ability to query five libraries sequentially with each request;

4) the ability to request and respond to circumstances as they arise (e.g., renewals, loans at a future date, non-delivery of materials);

5) the ability, through recent enhancements, to print incoming requests easily, to load locally defined data such as addresses automatically, and to save keystrokes by using the new microcomputer terminals;

6) the ability to store and search library lending policies online;

7) the ability to obtain detailed, monthly statistical reports of lending and borrowing by institution;

8) the availability of detailed documentation and ongoing training.

The ten public libraries which serve as TSLCN Referral Centers are funded for the equipment and use charges associated with this subsystem by the annual TSLCN contracts.

In spite of its numerous benefits, the OCLC system is not without certain problems:

1) although the system provides information about the holdings of many libraries, there is no indication of whether a particular item is actually available for loan in a particular library;

2) since some libraries are not diligent about updating their holdings information, the database contains inaccurate or out-of-date information;

3) the system is complex and requires extensive training and retraining of staff; it cannot be thought of as a "user-friendly" system;

4) because the cost of participation in and use of the system is not inexpensive, many small libraries cannot afford membership; this means that (a) their holdings are not known and thus not available for loan and (b) staff must be placed in TSLCN Referral Centers to handle the requests for the non-members;

5) because of the major changes which are occurring in the telecommunications industry, there is the potential for dramatic increases in the costs and the possibility for disruption of services; this problem would be an even larger concern if we were utilizing a non-OCLC based communication system; because of the size of their telecommunication network, OCLC, Inc. can bring to bear greater political clout and technical expertise than would otherwise probably be available.

While the OCLC Interlibrary Loan Subsystem has been adopted as the standard communication system, investigation into other systems and technologies must continue. Other systems (for example, DataShare or Auto-Graphics, Inc.) may be capable of the same type of service at a lower cost. Other technologies (for example, optical disks, and electronic mail) may also be less costly. Important developments are occurring in the area of shared library automation systems (e.g., Geac, DataPhase, DRA) and in the linking of separate automation systems (either those of the same vendor or those of different vendors). The State Library staff will propose switching to a different communications vendor when it is clear that either OCLC can no longer provide a viable service or other vendors can provide a service of comparable depth and breadth at a lower cost; when circumstances permit, discussions will be held with interested parties in advance.

DELIVERY SYSTEM

The final obvious prerequisite to an efficient and effective resource sharing program is the need for a delivery system to transport the library materials which are being lent and returned. Characteristics of a good delivery system are:

1) universal access
2) low cost
3) rapid delivery
4) low loss rate.

To address the need for such a delivery system, the TSLCN adopted the U.S. Postal Service as its delivery system. Although the Postal Service is often blamed for a variety of inconveniences, the TSLCN has been generally pleased with the service we receive. Access to the mails is universal; costs are low; delivery is sufficiently rapid; and losses are few. While this is the State Library's assessment of the service, many would argue with it, especially regarding the rapidity of service.

In spite of the complaints regarding the use of the mails, documentation does not coincide with these complaints. A survey conducted in 1983 ("Model Development, Inventory and Cost Analysis for a Texas Regional Library Delivery Network" by Luren E. Dickinson (Preliminary Report: October 1983)), shows that libraries believe that the average delivery time using the mails is two days. The cost of mail service is 51¢ per shipment at library rate.

In this survey, 62 percent of the Texas libraries responding agreed with the statement "Our library is happy with the speed of ILL delivery." The survey also showed that only 42 percent of the libraries "would be willing to pay a reasonable cost for membership in a state ILL delivery network." The report concluded that a statewide delivery system would, at very best, cost at least twice as much as the use of library rate mail service. In addition, state intrastate transportation regulations prohibit the operation of a courier service which, like United Parcel Service and others, operate a nonscheduled pick up and delivery service.

On an ongoing basis, the State Library conducts a study of the amount of time it takes a patron to receive a loan. This turnaround time is computed for two types of loans: (#1) those loans made by a TSLCN Referral Center for its service area, and (#2) those loans made by other libraries after being referred by a Center. For recent fiscal years, the statewide averages for the turnaround times (TAT) as defined above are shown below. The averages for each TSLCN Center are also available in other reports.

State Fiscal Year	TAT #1 (days)	TAT #2 (days)
1982	10.3	28.3
1983	10.5	23.3
1984	7.9	18.9
1985 (6 months)	8.6	17.0

While delivery time is only one component of the above figures, they do indicate, from the patron's perception, the length of the wait they can expect.

In 1982, the State Library conducted another survey which addressed this issue. In the survey of public library patrons who use interlibrary loan, questions were asked about how they rated the service, whether they would use it again, and how long they usually have to wait to get a reply to a request. Of those responding, 69 percent rated the service "very good"; another 23 percent rated it "good." Over 96 percent would be willing to use the service again. In terms of the amount of time it took to receive a reply, the responses were:

Response	Percentage	Cumulative Frequency
7 days or less	29.1	29.1
8 - 14 days	37.8	66.9
15 - 28 days	19.5	86.4
29 - 42 days	5.0	91.4
43 - 56 days	1.4	92.8
More than 2 months	2.0	94.8
Does not apply	2.4	97.2
Don't recall	2.9	100.1
Total	100.1	

These figures tend to confirm those computed in the turnaround time studies. Over 86 percent receive replies within 28 days.

Rather than asking the patrons whether they would like to receive the loans faster (because the obvious answer is "yes"), we statistically compared the two measures of satisfaction (i.e., their rating of the service and their willingness to use it again) with the amount of time it took to receive a reply. There was essentially no correlation; patrons were highly satisfied regardless of the length of time it took.

State Library staff has studied the literature concerning telefacsimile for use in transmitting photocopies. Since the cost of the equipment and long distance charges are high, the volume of photocopies transmitted in TSLCN is low and the patrons' need for quicker service is undocumented, there is little likelihood of using telefacsimile in the near future. As the technology and other factors change, this decision will be reassessed.

Although plans for either a statewide courier delivery service or a statewide telefacsimile network will not be developed by the State Library, some regionally based projects have been instituted. LSCA Title III grants were awarded to initiate an interlibrary delivery system in the Dallas/Fort Worth region and in the San Antonio region. After the initial year of operation, ongoing costs are paid by the participating libraries; for those TSLCN Referral Centers which are served by these courier systems, the interlibrary loan contract includes the costs for this service. In addition, Title III funds have been granted to a reference referral network in the north central Texas area; this project plans to test telefacsimile networking. Outside of TSLCN, there are four telefacsimile interlibrary loan networks known to be in operation in Texas. The Texas A&M University Consortium of Medical Libraries has been using telefacsimile to link five units on two campuses. The University of Houston has equipment to transmit to its distant branches, but will not accept or receive from any other sites. Three academic libraries which comprise the East Texas Library Consortium (Sam Houston State University, Stephen F. Austin State University and Lamar University) transmit among each other. Finally, the University of Texas at Austin and the University of Texas at Dallas have a networking agreement which they have opened up to any other library which wants to participate; to date, other users include Austin College, Texas Christian University, UT Arlington, and Texas College of Osteopathic Medicine as well as some of the other networks mentioned above.

COMPUTER RESOURCES

In the TSLCN project, there appear to be no unmet needs for computers. The ten Centers each received a new OCLC M300 terminal in FY1984. With the current projections of the volume of business in interlibrary loan, no new terminals appear necessary.

There is currently an investigation being conducted by the State Library staff of the current and future software needs for TSLCN. Each Center has received the OCLC ILL Microenhancer software program. There are plans to purchase a spreadsheet software program to be used to automate the monthly statistics reporting process. Other utilizations of the microcomputer, either with off-the-shelf software or custom designed programs, are being studied.

All public libraries in the Bibliographic Network project appear to have sufficient cataloging terminals. The hardware needs of libraries for the Union List of Serials project cannot be determined until those libraries interested in participating are identified.

There is evidence of a major need for computer resources in the coming years to meet the desires of some of the Texas public library systems, and of other library consortia, for shared automated systems. These shared systems would facilitate reciprocal borrowing and lateral interlibrary loans within a system or consortium, in addition to providing circulation control, acquisitions management, and other services to participating libraries. As of SFY 1985, two shared system projects were underway in the public library systems: in the Houston area, and in the Panhandle region. In addition, planning for possible shared automation activity is being undertaken in SFY 1985 in four other systems (Northeast Texas, North Texas, Central Texas, and the San Antonio area) and by several consortia (Association for Higher Education, Abilene Library Consortium).

All of these public library system activities signal the possible need for heavy investment in computer hardware and software in the coming years to facilitate the sharing of resources within a region. Already the State Library has provided funding through the Texas Library System program and the Title III grant program to support this development. The State Library anticipates grant budget proposals running into the millions of dollars to support these activities in the coming years. As these projects develop, plans must be made to coordinate resource sharing among these separate automated systems. Thus not only will it be necessary to acquire hardware and software to operate these projects, it will be necessary to acquire the capabilities to link these projects with each other.

Since it is clear that emerging technologies and alternatives to OCLC would necessitate new equipment and software, the investigation of these options will take into consideration the availability, the cost, the redundancy and the utility of the computers and software necessary to implement another scenario.

The following descriptions summarize the automation activities (some of which have a resource sharing component) in the public library systems in FY 1985:

1) Big Country Library System: providing microcomputer access to public library patrons in 8 libraries;

2) Central Texas Library System: in addition to a consultant study, they have a microcomputer project in which two libraries are providing public access microcomputers and one library is doing retrospective conversion; they have also organized a microcomputer users group;

3) Houston Area Library System: they are reviewing the operations of their Computer Access Network (HALS/CAN) by contracting for a facilities audit; developing long range plans for development by surveying the system member libraries and contracting for a consultant study;

4) North East Texas Library System: in addition to their contract with King Research, Inc. for a consultant study, they are attempting to add a specialist in automation to their staff to handle member library concerns about microcomputers, online database searching and local automation possibilities, finally they are using the film booking system of their local education service center to automate their scheduling of films;

5) North Texas Library System: in addition to their consultant study in FY85, they are planning two more studies for FY86; they are finishing a project converting the holdings of 12 libraries into machine readable form; they have purchased 15 microcomputers for libraries to use for administrative purposes.

6) San Antonio Area Library System: as previously discussed, they are contracting with a consultant to study three possibilities for automating system member libraries;

7) South Texas Library System: the primary automation activities are the use of an automated film booking system for their audiovisual services and online database searching for their reference support services;

8) Texas Panhandle Library System: they are converting the bibliographic records of selected member libraries and loading them into the Harrington Library Consortium computer system; they are also planning for more libraries to participate in the HLC;

9) Texas Trans-Pecos Library System: while their primary focus will be to develop the microcomputer resources and skills of member libraries, they are also investigating the possibility of projects with a larger scope;

10) West Texas Library System: they are providing matching grants to member libraries to purchase microcomputers; of the 14 which have been acquired in the last two years, the majority are available for the public to use.

USER ACCESS

Texas library users have access to a wide variety of library resources through the resource sharing projects being conducted within the state.

Texas public library systems provide significant amounts of federal and state funds to local public libraries to develop their collections of books, periodicals and audiovisuals. In addition, systems operate other resource sharing programs to improve user access, for example, regional union catalogs, books-by-mail projects, reciprocal borrowing agreements, shared automated circulation systems, and rotating or deposit collections of books or audiovisuals. One of the main resource sharing programs operated by the library systems is their media project; most systems make a large collection of 16mm film and video cassettes available for use by the libraries and their patrons. At least two systems have automated their film booking services. (See Project 2.2 of the Texas State Library LSCA Annual Program FFY 1986 for a detailed description of the various system projects.)

The Texas State Library Communications Network provides access to interlibrary loans for any patron of any Texas public, academic, or special library. Patrons of school libraries must use their local public library because there is not adequate funding to handle the volume of requests which could be sent directly from school libraries. Although current program priorities do not allocate sufficient funding to provide TSLCN with the resources to serve school libraries directly, there is an ongoing study by State Library staff to investigate possibilities for providing this service.

Whereas the TSLCN contracts open the resources of the major public libraries to the citizens without charge, the resources of many major academic libraries are accessible because of the contracts TSLCN has with these institutions; the contracts specify that the academic library must try to fill, without charge, requests from public, academic, and special libraries which are channelled through a TSLCN Center.

Bibliographic Network funding enables more of the TSLCN Centers' holdings to be accessible over OCLC.

Some applications for Title III funding are designed to increase user access. A two-year project in the poorer, rural parts of Dallas County opened the library services of the local campuses of the community college to high school students. A reference referral project in the north central Texas area has provided the answers to difficult reference queries by sharing the expertise and resources among participating libraries.

The Major Urban Libraries grant program provides funding, which will be used to purchase library materials and to fund services to non-residents. While this is designed to improve access to library materials for the non-resident users of these large public libraries, barriers to non-resident access continue to exist. In the past, MURLs grant funding has not been considered sufficient to compensate the major urban libraries to a degree which would allow them to drop fees for circulation of materials to non-residents. As a result, reciprocal borrowing activity, or other types of circulation to non-residents, is virtually non-existent in most urban areas, such as the Houston and Dallas areas, for example. These are areas where non-resident borrowing privileges would provide a great improvement in library services to urban and suburban residents.

In February 1985, the State Library staff, with the concurrence of the Library Systems Act Advisory Board, proposed a rule which would have mandated public library system support of reciprocal borrowing within the region served by the system. Because of strong concern by public librarians and the library system staff, the rule was not adopted. Instead, the State Library and Archives Commission directed that further study be given and that the rule be reconsidered at a later date.

MULTITYPE LIBRARY SYSTEM DEVELOPMENT

In the 1983 session of the Texas Legislature, two significant statuatory amendments enabled the possible development of a statewide system of multitype library organizations. First, the State Library responsibilities were expanded to include the aid and encouragement of "the development of and cooperation between all types of libraries including, but not limited to, public, academic, special and other types of libraries." This was the first clear authority to develop plans for and spend state funds on multitype library systems. Second, the state Library Systems Act was amended to permit the current major resource systems, upon a two-thirds vote of the governing bodies of member libraries, to reorganize as a nonprofit corporation and to admit other types of libraries as members. As of this date, only one system has begun voting on the reorganizations; until that is finalized, it will not be clear whether membership will be open to non-public libraries. It is anticipated that more systems will make this transition throughout the next decade. The size of the Title III grant pool has been increased over the years to encourage system demonstration projects of a multitype character.

At their own initiative, some parts of the state have already made considerable progress in organizing a local multitype system. In the San Antonio area, the Council of Research and Academic Libraries has a long history of cooperation among the public, academic, and special (corporate, military and nonprofit) libraries. In the north central Texas area, the Association for Higher Education has an active membership of academic libraries. While they have a long history of cooperative (Title III) projects with the large local public libraries, it is only recently that plans have been made to expand the consortium's membership to public and special libraries. In the southeast corner of the state, the Houston Area Research Library Consortium has organized as a multitype cooperative. In the Panhandle, the Harrington Library Consortium is embarking on an ambitious program which has significant implications for the long range development of the region.

LINKAGES WITH OTHERS

Texas is very fortunate that the vast library resources in the state and the level of cooperation among its libraries enable it to be relatively self sufficient. However, there is some need and desire to develop and maintain links with other state and national resource sharing systems.

In TSLCN, less than 9 percent of the total filled requests were supplied by out-of-state libraries in 1984. In that year, the volume of lending and borrowing with out-of-state libraries was almost exactly equal: 12,459 items borrowed vs. 12,387 items lent.

The major linkage with out-of-state libraries is through the AMIGOS Bibliographic Council, Inc. The interlibrary loan code of this organization provides for liberal lending among the signers of the code without the assessment of any charges by the lending library. This code opens the collections of many Louisiana, Oklahoma, Arkansas, New Mexico, and Arizona libraries.

The TALON Regional Medical Library Network provides the linkage between its members, the National Library of Medicine and other regional medical libraries. While TSLCN has contracts with some of the TALON libraries to provide interlibrary loans, it would be necessary to institute a more comprehensive, formal agreement if the volume of this type of request in TSLCN increases significantly.

Within the state, there are a number of cooperative projects being planned or implemented which have a shared automated library system as the keystone component. In the near future, the issues of linking these systems with each other and with TSLCN will be addressed. With new technological capabilities, such linkages will become easier to accomplish. There must be serious negotiations and planning with these consortia to determine the policies and costs of statewide access to their networks.

EVALUATION

The evaluation of the Texas resource sharing program will be an ongoing activity of the Texas State Library.

In the TSLCN program, monthly statistical reports are submitted from each Center. They also submit other documentation which enables the State Library to compute two types of response time as well as two types of turnaround time. In addition, two monthly statistical reports generated by OCLC and AMIGOS are obtained for each Center. Where possible, the three statistical reports are compared to identify discrepancies. On a regular basis, the statistical and turnaround time are used to determine their progress toward achieving their contract objectives. Onsite visits are made by State Library staff to consult with project personnel and to monitor their performance and adherence to policies. In the process of granting prior approval for equipment purchases, data processing expenditures, and budget revisions, the State Library staff periodically reviews their expenditure patterns; the quarterly Financial Status Reports also assist in this review. At year end, a comprehensive packet of statistical information is sent to all Centers and other policy makers to inform them of the level of service provided by the network and the total and unit costs of this service.

Plans are underway to modify two of the TSLCN monthly reports in 1985. The monthly reports of the type and volume of interlibrary loan activity will be redesigned onto an electronic spreadsheet; this will facilitate faster processing with less labor. State Library staff is studying a way to monitor response time by reviewing each Center's online message files; this would eliminate the need to conduct and report the response times manually.

Plans are underway to conduct at least two surveys during the next twelve months. As currently envisioned, one survey would query academic libraries about the type and volume of interlibrary lending they conduct outside of TSLCN; it would also ask for their comments regarding the TSLCN program and its academic reimbursement component. The second survey would query public libraries about the quality of the services they receive from their TSLCN Center and would try to get their reactions to the TSLCN program.

In the Texas Library System Program, State Library staff perform similar activities as are described above. Data is gathered monthly on the performance of system projects; annually, reports are prepared and distributed to interested parties.

The Major Urban Resource Libraries projects and the Title III grant projects are monitored during onsite meetings, and by reviewing periodic narrative, statistical and financial reports.

The activity in both the Bibliographic Network and in the Union List of Serials projects is monitored by review of statistical reports submitted by AMIGOS. In BibNet, the volume and type of cataloging activity is sent by AMIGOS monthly and cumulated by State Library staff. In the Union List project, it should be possible to monitor the increases in activity by comparing the number of searches conducted by Texas libraries from one year to another. The number of libraries interested in copies of the offline microfiche of the union list will also be an indication of its usefulness.

Every effort is made to distribute evaluative information and reports, especially to the primary project participants. At least annually, our newsletter, Library Developments, publishes articles summarizing or analyzing the performance of the resource sharing program.

REIMBURSEMENT

As previously stated, major Texas academic libraries have signed contracts with the State Library to provide loans to the public, academic, and special library requests which are referred by a TSLCN Center. In 1986, they will be reimbursed at the rate of $4.00 per net loan. The OCLC monthly statistical reports will be used to determine the volume of lending and borrowing.

The total expense of interlibrary lending by Texas public libraries which serve as TSLCN Referral Centers is funded in the contract; this includes staff, postage, supplies, and other operating expenses as well as the administrative overhead charged by the city government in their indirect cost rate. In addition, they receive funding to pay their major OCLC cataloging expenses from the Bibliographic Network Project and they sometimes receive additional appropriations of collection development monies from the regional library system grant.

CURRENT PROBLEMS

Within the current resource sharing program, a number of problems are worth identifying:

1) the cost of operating the ten TSLCN Centers varies widely; for 1985, the highest projected unit cost per transaction is 45 percent greater than the lowest ($7.10 vs. $4.89);

2) a few academic libraries, especially private universities, have refused to participate in the TSLCN reimbursement program; while one university will not loan without imposing a fee which is higher than the rate offered, other universities object to the use of TSLCN by corporate special libraries; they wish to charge a fee to these types of clients, and they will not accept the reimbursement offered in the contract because of the principle involved;

3) the Union List of Serials project encountered strong initial opposition to the requirement that participants provide free photocopies to other participants; in response to this problem, the State Library staff proposed liberalizing this requirement to permit academic and special libraries to charge each other; initial reaction to this change indicates that this addresses one of the barriers to participation. However, the vast majority of libraries do not yet have their local data records created, and it is this labor-intensive, time-consuming task which is the primary barrier to their participation; although funds could be made available to cover the data entry costs, there is still a great deal of in-house, clerical work which must be done to inventory their holdings before data entry can occur;

4) it appears that there are large quantities of library materials in the BibNet libraries which have not been entered into the OCLC database; this material is therefore not available for resource sharing over OCLC;

5) there is some concern about the ways in which shared automated library systems are being managed and planned; because these are very complex and expensive projects, the State Library has exercised its oversight and prior approval authority to try to avoid the development and funding of projects which are ill-conceived or lack the resources and planning to be successful;

6) another concern regarding shared automated systems is the lack of formal governance; it appears that issues which involve complex legal questions are not being addressed or are being resolved with "handshake" agreements; these issues involve the rights of ownership by the participants, the obligations of the participants, the obligations of the service providers, the decision making structure, and other equity or contract issues.

INPUT

In developing this statewide resource sharing program, the Texas State Library, with the assistance of the State LSCA Advisory Council, has considered recommendations from current and potential participating institutions. State Library staff have attended and hosted meetings and have discussed resource sharing ideas with many librarians by mail and by telephone.

It was at the urging of one consortium, the Association for Higher Education (AHE), that the Statewide Union List project was initiated. In addition to ongoing contact with participants and potential participants, this project will convene an advisory committee of librarians to assist in setting guidelines and future direction for the union list. In direct response to the library community's concerns, the staff of the State Library proposed amending the requirements to participate in the union list.

The Texas Council of Library and Information Networks was a direct outcome of a conference the State Library sponsored.

Articles about resource sharing have been published in our newsletter "Library Developments"; although, these articles were designed to spark debate and comment, generally there has been little reaction to them.

The policies adopted by the Texas State Library and Archives Commission for the library system program go through a long process of discussion and review. Input can be made to both the Library Systems Act Advisory Council and to the Commission at a public hearing or by mail. The regulations regarding the development, operation and membership of multitype regional library systems will go through this formal process, as required by the Texas Administrative Practices Act.

When major changes are proposed in the operation or funding of a program, the decision is made by the State Library and Archives Commission. This takes place in the context of preparing the state biennial budget. For the biennium 1988-1989, the budget must be submitted to the legislative budget staff in Spring 1986. To be incorporated into this budget, the State Library staff and others must formulate their proposals for changing a program during mid-1985. This allows sufficient time for dissemination of the proposals, discussion of the issues and a decision by the Commission.

To generate thought and input on the important issues and possible program changes in the 1988-1989 budget, the State Library staff plans to make a number of proposals, to add, delete or modify different programs. These proposals will receive wide distribution to the public, academic, special, and school librarians in the state. The staff will also attempt to attend local and regional meetings to answer questions, clarify issues, and receive input. The following State Library staff proposal makes a number of recommendations regarding the future directions of resource sharing activities in Texas.

3005.1/LRP.82-97

EVALUATION AND CRITERIA

Application guidelines, evaluation procedures, and reporting requirements for all projects are included in the Annual Program which is reviewed and approved by the Texas State Library and Archives Commission. All evaluation and expenditure reports are cited in the contract which is sent to each subgrantee. Attachment 1 is a copy of the Systems Contract; contracts for other projects are very similar.

Each public library system is required to submit evaluation reports according to the attached instructions (Attachment 2). Also, Attachment 3, the "LSCA Title III Evaluation Outline" will be submitted by each Title III subgrantee to the State Library on a quarterly basis. Similar evaluation reports are also required of recipients of MURLs, Establishment, and Incentive subgrants. Failure to submit these evaluation reports will result in suspension of the contract.

Attachment 4 is the monthly statistical Standardized Reporting Form distributed to the regional public library systems. Data submitted on these forms provide the State Library with information relating to the rate of grant expenditure, number and type of liaison contacts, number and type of materials acquired, and other statistics relevant to the oversight and evaluation of the systems program.

State Institutions are asked to annually submit the attached Library Expenditure Report and the Survey of Library Service to State Institutions (Attachment 5). This information enables the State Library to compare institutional services to adopted standards.

The attached "General Statistics/Information Report" (Attachment 6) is distributed annually to all public libraries in Texas. The data collected assist the State Library in comparing and evaluating the development of public libraries and determining the fulfillment of the criteria for membership in the Texas Library System.

Included as Attachment 7 is the property inventory form. All nonexpendable property purchased with grant funds and with an acquisition price of more than $300 must be reported. In addition, the disposition report form for property purchased with federal and state funds is included as Attachment 8.

All financial reporting procedures conform to the Uniform Grant and Contract Management Standards for state agencies which were developed under the directive of Uniform Grant and Contract Management Act of 1981. The Standards adopt, by reference, Office of Management and Budget Circulars A-87 and A-102 and HHS Guide OASC-10 as the standards for all fiscal and program requirements.

Since most cities have converted to the single audit approach, more emphasis is placed on the review of financial status reports which provides better information concerning the subgrantees' overall performance.

In addition to staff review of these quarterly submitted documents, the State Library may designate an evaluation team to validate these reports through on-site visitations. The team will review, with the project director and other local participants, the project accomplishments, problems, and management procedures. Written reports are filed with the State Library and subgrantee following each visitation. Summary copies are distributed to other appropriate persons and groups participating in the project. An outline of the questions included on the on-site visitation report is sent prior to the visitation (Attachment 9).

Dissemination of evaluations of subgrant recipients is accomplished through the Texas State Library Annual Report which contains copies of all final subgrantee evaluation reports. Copies of this report are available on request to interested persons.

Attachment 1

Contract #

CONTRACT FOR LIBRARY SYSTEMS SERVICES

This Contract and Agreement is entered into by and between the Texas State Library and Archives Commission and the Local Governmental Unit pursuant to the authority granted and in compliance with the provisions of the "Library Systems Act," Article 5446a V.C.S.; the "Rules and Regulations for the Library Systems Act;" "The Powers and Duties of the Commission, Director and Librarian," Article 5436, V.C.S., and the "Library Services and Construction Act", Public Law 98-480.

I. CONTRACTING PARTIES:

The Receiving Agency: Texas State Library and Archives Commission

The Performing Agency:

II. STATEMENT OF SERVICES TO BE PERFORMED:

A. The Receiving Agency agrees to make a grant of monies to be used for the purpose of providing services to the Major Resource System as approved in the System's Annual Program of Services for 1986.

B. The Performing Agency agrees to adhere to all regulations cited in the Rules and Regulations for the Library Systems Act and to all rules issued under authority of the Uniform Grant and Contract Management Act of 1981, Texas Civil Statutes, Article 4413 (32g).

C. The Performing Agency may charge expenditures against this grant only if they conform to the system annual program of services and budget, as approved by the Receiving Agency, and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be encumbered after August 31, 1986. By November 30, 1986, all obligations of the grant period must have been paid. Funds not expended or obligated in accordance with these provisions must be refunded to the Receiving Agency. A final Financial Status Report will be submitted to the Receiving Agency and all unexpended funds will be returned or a final request for any funds due will be submitted.

D. The Performing Agency agrees to audit all funds received under this contract. Such audit shall be conducted in accordance with Title I, Section 5.167 of the Texas Administrative Code (TAC) which mandates the single audit. The audit will be provided to the Receiving Agency no later than 180 days following the close of the city fiscal year.

An audit report must be provided for each fiscal year in which funds from this grant are expended. For purposes of identification this grant must be designated in the audit report as Contract .

E. Program income must be added to grant funds received under this contract and reported in the quarterly Financial Status Report.

F. The Performing Agency may not use monies received under this grant to replace local funds during the period of the grant.

G. Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement:

> Published with funds granted under the Texas Library Systems Act V.C.S., 5446a and the Library Services and Construction Act, P.L. 98-480.

H. The Performing Agency is free to copyright any books, publications or other materials developed as a result of this grant; however, the Receiving Agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise ose and to authorize others to use, the work for government purposes.

I. The Performing Agency certifies by this contract that it is in full compliance with the assurances set forth in Title I, Section 5.164 of the Texas Administrative Code.

J. The Performing Agency agrees to retain all financial and programmatic records, supporting documents, statistical records, and any other records pertinent to this grant for a period of five (5) years. Such records shall be made accessible to the Secretary of Education, the Comptroller General of the United States, the State of Texas, or any of their duly authorized representatives, for the purpose of audits or examinations and to make excerpts or transcripts of any books, documents, papers, and other records of the Performing Agency.

K. The Performing Agency agrees to maintain inventory records of non-expendable personal property purchased with grant funds having a unit acquisition cost of $300 or more and to conduct inventories of such property in accordance with Title I, Section 5.165 of the Texas Administrative Code. The Performing Agency further agrees that title to equipment and library materials purchased under this contract and having a unit acquisition cost of $300 or more, shall be vested in the Texas State Library. Title to library materials and equipment, with a unit cost of less than $300 purchased under this contract, shall be vested in the library for which the equipment and library materials were purchased.

L. The Performing Agency agrees to secure the specific written approval of the Receiving Agency before obligating or expending grant funds for costs requiring grantor agency approval. The Receiving Agency authorizes the Performing Agency to expend grant funds for the following prior approval costs.

Automatic Data Processing Costs

Building and Related Costs

Equipment

Insurance and Indemnification

Professional Services

M. The Performing Agency agrees to provide the Receiving Agency with two (2) sets of all promotional materials produced under this contract.

N. The Performing Agency agrees to submit the System Project Evaluation Report Form and the Disadvantaged Services Report Form. The System Project Evaluation Reports are for the periods: (1) September 1, 1985 to February 28, 1986, due March 25, 1986 and (2) March 1, 1986 to August 31, 1986, due September 25, 1986. The Disadvantaged Services Report is for the period September 1, 1985 to August 31, 1986 and is due September 25, 1986.

O. The Performing Agency agrees to submit the Local/System Objectives Report, the Standardized Reporting form, and the Workshop Reporting Form to the Receiving Agency at the end of each quarter.

P. The Performing Agency agrees to submit five (5) Financial Status Reports to the Receiving Agency during the contract period.

Q. The Performing Agency will submit the reports required in Sections O and P according to the following schedule:

Reporting Period	Due Date
September 1, 1985 - November 30, 1985	December 31, 1985
December 1, 1985 - February 28, 1986	March 25, 1986
March 1, 1986 - May 31, 1986	June 25, 1986
June 1, 1986 - August 31, 1986	September 25, 1986

A Financial Status Report for the period September 1, 1986 - November 30, 1986 will be submitted by December 31, 1986.

R. The Performing Agency agrees to comply with the terms and conditions of this contract and acknowledges that failure to comply can result in grant suspension. Failure to submit required reports for a prior year grant can result in suspension of this grant. Suspension shall be effective thirty (30) days after receiving written notification from the Receiving Agency. During the suspension, the Performing Agency shall be reimbursed for those costs which cannot be reasonably avoided provided they are allowable under the grant agreement.

S. The Performing Agency affirms that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract. The Performing Agency further affirms that its employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

T. The Contracting Parties may terminate this contract by giving written notice at least thirty (30) days prior to the effective dates of such termination. Termination procedures shall adhere to the provisions of Title I, Section 5.163 of the Texas Administrative Code.

III. PAYMENT FOR SERVICES:

The Receiving Agency shall pay for services received from federal appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon a "Request for Advance or Reimbursement" submitted by the Performing Agency on Form SF 270. The request will be only for the amount of funds required to meet disbursement needs for a one-month period, but should not be less than $250 per request.

IV. TERM OF CONTRACT:

This Contract is to begin September 1, 1985 and shall terminate August 31, 1986.

BEST COPY AVAILABLE

V. BASES FOR CALCULATING COSTS:

EXPENSE CATEGORY	CONSULTING, CONTINUING EDUCATION ADMINISTRATION	FILM PROGRAM	COLLECTION DEVELOPMENT	UNSERVED COUNTY	AUTOMATION	ROTATING, DEPOSIT EXTENSION SERVICES	PUBLICITY	OTHER	TOTAL
Personnel	$								
Fringe Benefits									
Travel									
Equipment									
Supplies									
Contractual									
Other									
TOTAL DIRECT CHARGES									
Indirect Charges (% of direct salaries)									
TOTAL	$								

Funds may be transferred among the above projects and expense categories without amending this contract as long as the cumulative transfers do not exceed five (5) percent of the total budget. This provision does not allow the total amount of the contract to be exceeded.

CL:cg/jr
3001.20/SYS.CON.4

VI. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: $

Source of Funds in this Contract:

The undersigned Receiving Agency does hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of state and local governments; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and (3) the arrangements and payments contracted for are in compliance with the provisions for Programs of the Department of Education, the Rules and Regulations and the General Provisions of the Library Services and Construction Act, P.L. 98-480 and the State Library Plan for operation under the Library Services and Construction Act.

RECEIVING AGENCY	PERFORMING AGENCY
Texas State Library	
By:	By: Signature (Must be an official empowered to enter into contracts)
Dorman H. Winfrey Typewritten Name Above	Typewritten or Printed Name Above
Director - Librarian Title	Title
August 13, 1985 Date	Date
Type or print name of local fiscal officer responsible for account into which these funds are to be paid.	Type or print name of individual designated as the person entrusted with the safekeeping of the property acquired with grant funds.
Name of Fiscal Officer	Name of Property Manager
Title (Must be an official of the Performing Agency)	Position of Property Manager
ADDRESS	ADDRESS
TELEPHONE NUMBER	TELEPHONE NUMBER

CL:cg/jr
3001.20/SYS.COM.1-5

BEST COPY AVAILABLE

Attachment 2

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

M E M O R A N D U M

TO: System Coordinators

FROM: Jim Scheppke, Planner

RE: System Evaluation Reports

DATE: September 1, 1985

Attached are the forms you will use to satisfy semiannual and annual reporting requirements to the Texas State Library in SFY 1986. These instructions supercede all previous instructions with regard to these reports. These forms and instructions are designed to provide for more uniform reporting from the ten systems, and to ensure that the information requirements of the Texas State Library and the Department of Education are met.

Two forms are attached to this memo along with instructions for each. One is the System Project Evaluation Report form, one of which is to be prepared for each system project, semiannually and annually. the second is the Disadvantaged Services Report form which is to be submitted annually. Your first Project Evaluation Reports will be due for the first half of SFY 1986 and should be received no later than March 31, 1986.

As you know, these reports will be included as a part of the LSCA Report which is sent to the Commission, the LSCA Advisory Council, as well as to the Department of Education. For this reason, we request that your reports be complete, accurate, and clear. Any problems in this regard will be referred back to you for remedy.

In addition to the forms and instructions, I have provided two examples of what we would expect in a completed form from you.

As has been our previous practice, we ask that the following items be sent as addenda to your Project Evaluation Reports:

AN EQUAL OPPORTUNITY EMPLOYER

1836-1986

Administration	(512) 475-2166	(STS 822-2166)
Administrative Services	(512) 475-6657	(STS 822-6657)
Archives Division	(512) 475-2445	(STS 822-2445)
Data Processing	(512) 475-1521	(STS 822-1521)
Division for the Blind and Physically Handicapped	(512) 475-4758	(STS 822-4758)
Information Services Division	(512) 475-2996	(STS 822-2996)
Library Development Division	(512) 475-4119	(STS 822-4119)
Local Records Division	(512) 475-2449	(STS 822-2449)
Records Management Division	(512) 454-2705	—

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

You may address your questions in any of these matters to me.

JS:bc
3005.0 LRP.B8-9

Attachments

INSTRUCTIONS

System Project Evaluation Reports

INTRODUCTION

The System Project Evaluation Report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the Department of Education.

b. To encourage systems to evaluate project results in the context of project objectives.

c. To encourage systems to consider the unit cost of the services they provide.

The semiannual report, covering the first six months of the state fiscal year, is to be submitted by March 25th according to the System contract. The annual report, covering all 12 months of the state fiscal year, is to be submitted by September 25th. Failure to file evaluation reports can result in grant suspension. Systems are encouraged to provide copies of evaluation reports to system advisory council and planning committee members and to other librarians and citizens who might request them.

A separate report form is to be completed for each system project. For the purposes of this report, "projects" are defined as the separate cost centers identified in the "Bases for Calculating Costs" section of the system contract. The "Project Name" at the top of the report form should be the same as that used in the contract.

INSTRUCTIONS FOR REPORT FORM

Specific instructions for the five sections of the System Project Evaluation Report form are as follows:

1. Overall objective of this project:

   State the overall project objective clearly and succinctly. You may use the same statement which you provided in Part IV., Section 1. of your approved Plan of Service proposal if you wish.

2. Summary of project results:

   Briefly summarize project accomplishments, either to date, in the case of the semiannual report, or for the year, in the case of the annual report. Indicate any special circumstances which impacted the achievement of project objectives, either negatively or positively.

3. Specific project objectives:

   Restate the individual objectives, from both the Standardized Reporting Form and the Local Objectives Reporting Form, which apply to the project. These may no longer be amended during the course of the fiscal year.

4. Specific project results:

For each objective identified in Section 3, indicate the result to date (usually a number), the variance (annual report) or projected variance (semiannual report) between the project objective and the project result, the unit cost incurred in meeting the objective (if applicable), and a brief summary of important activities relating to that objective, including special circumstances which impacted the achievement of project objectives, or the unit cost. For the semi-annual report do not report a variance based on the actual result to date, but, as noted above, on a projection of the year-end result. For the annual report, if project objectives are significantly undershot or overshot, the Activity Summary must provide an explanation of why this was the case.

The formula to be used in determining variance is as follows:

$$\frac{\text{Result, or Projected Result}}{\text{Objective}} - 1 = \text{Variance, or Projected Variance}$$

Systems may use whatever methods seem reasonable in projecting project results for the semiannual report.

The formula to be used in determining the unit cost of a system service is as follows:

$$\frac{\text{Applicable costs to date}}{\text{Results to date}} = \text{Unit cost to date}$$

Some objectives may be difficult to unit cost for one reason or another (e.g., cost per student hour of literacy training). In other cases, cost data may not be available. These circumstances should be indicated on the form as "n.a.". Systems should make every effort to supply as much accurate unit cost data as possible.

A detailed methodology for unit costing selected standardized statistics appears below.

5. Significant developments:

In this section system evaluators should indicate any significant accomplishments or occurrences during the evaluation period which are not covered in the preceding four sections. Important changes or improvements in project implementation over previous years should be noted. Any other information important to the understanding of project results to date should be provided in this section.

ADDENDA TO THE SYSTEM PROJECT EVALUATION REPORT

The following should be sent as addenda to your System Project Evaluation Report:

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Please note that information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

UNIT COSTING METHODOLOGY

At a minimum, systems should include unit cost information in their System Project Evaluation Reports for the following 13 standardized statistics. For each of the 13 we have stipulated a standardized computation method which will make it possible to analyze and compare unit cost data received from the systems.

You will note in relation to these computation methods that the general approach was to factor out capital expenditures from these costs. Of course, it would be better to arrive at a standardized depreciation schedule for films, books, projectors, etc., and to figure depreciation into the unit cost calculations. This method was rejected as being too difficult and time-consuming for the time being. The unit costs for these activities (film showings, books-by-mail circulation, etc.) will really be unit operating costs, rather than unit costs per se.

Unit cost data requirements in System Project Evaluation Reports will be as follows:

1. Cost per book purchased

   Computed: Cost of "books received (#1 on SRF) for period in question ÷ number of "books received" (#1 on SRF) for period in question. Do not factor in labor or other costs.

2. Cost per 16mm film purchased

   Computed: Cost of "films received" (#2 on SRF) for period in question ÷ number of "films received" (#2 on SRF) for period in question. Do not factor in labor or other costs.

3. Cost per periodical subscription

   Computed: Cost of "periodical subscriptions" (#3 on SRF) for period in question ÷ by number of same. Do not factor in labor or other costs.

4. Cost per videocassette received

   Computed: Cost of "videocassettes received" (#4 on SRF) for period in question ÷ number of same. Do not factor in labor or other costs.

5. Cost per book leased

   Computed: Cost of lease plan contract (prorated as necessary) for period in question ÷ number of new lease books received for period in question. Do not factor "basic collection" books into unit cost calculations to avoid costing these books more than once.

6. Cost per books-by-mail book circulated

   Computed: Total operating expense of books-by-mail project for period in question ÷ number of circulations for period in question. Do not factor in the cost of books-by-mail books.

7. Cost per film showing

   Computed: Total operating expense of film project for the period in question ÷ number of showings for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost showings by MRC and by other libraries separately.

8. Cost per film attendee

   Computed: Total operating expense of film project for the period in question ÷ the total attendance for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost attendance by MRC patrons and by those of other libraries separately.

9. Cost per videocassette viewer

   Computed: Total operating expense of videocassette project for the period in question ÷ the total number of videocassette viewers for the period in question. Do not factor in the cost of videocassettes or equipment.

10. Cost per reference referral answered

    Computed: Total operating expense of reference referral project for the period in question ÷ the total number of reference referrals answered for the period in question. Do not factor in the cost of equipment.

11. Cost per workshop attendee

    Computed: Total operating expense of the continuing education project for the period in question ÷ the total number of workshop attendees for the period in question.

12. Cost per student hour

    Computed: Total operating expense of the continuing education project for the period in question ÷ the total number of student hours for the period in question.

13. Cost per consultant hour logged during in-person, telephone, or mail consultations.

    Computed: Total operating expense of the consulting project for the period in question ÷ the total number of consultant hours logged for the period in question.

For answers to questions relating to unit costing, projecting project results, or any other issues or concerns relating to the System Project Evaluation Report, system evaluators are encouraged to contact Jim Scheppke or Pat Smith (512/475-4119).

3001.20/SPER1-5

SYSTEM PROJECT EVALUATION REPORT: SFY 1986

System ______________________________

Project Name ______________________________

Semiannual Report ☐ Annual Report ☐

Date Submitted: ____________________

1. Overall objective of this project:

2. Summary of project results:

3. Specific project objectives:
(Standardized and Local)

a.

4. Specific project results:
(Standardized and Local)

	Result to Date	Variance or Projected Var.	Unit Cost
a.			

Activity Summary:

Project	
Page	of

3. Objectives (continued)	4. Results (continued)

Project ______________________________

Page ________ of _______

5. Significant developments:

B-17

125

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3001.20/SPE.1-3

EXAMPLE

SYSTEM PROJECT EVALUATION REPORT: SFY 1986

System Texas Tumbleweed Library System

Semiannual Report ☒ Annual Report ☐

Project Name Film Services

Date Submitted: March 15, 1986

1. Overall objective of this project:

The objective of the TTLS Film Services Program is to supply, on a shared basis, film hardware and software to meet the basic A-V programming needs of member libraries. The program supplies member libraries with films and projection equipment which they might not otherwise be able to purchase with limited local funds. The system also provides assistance in adapting film programming ideas to individual libraries and encourages the use and maintenance of films through occasional training sessions.

2. Summary of project results:

Utilization of film services by the MRC was higher than anticipated in the first half of SFY 1986, while use by members was somewhat lower. The latter is attributed to difficulties in purchasing new film hardware. A newly implemented Christmas film circuit resulted in increased utilization of Christmas films in the first half of SFY 1986.

3. Specific project objectives:
(Standardized and Local)

a. Purchase 72 films in SFY 1986

4. Specific project results:
(Standardized and Local)

	Result to Date	Variance or Projected Var.	Unit Cost
a.	48	+13%	$342

Activity Summary: TTLS was able to take advantage of special discounts by film companies to purchase more films in the first half of SFY 1986 than anticipated.

Project Film Services

Page 2 of 3

<table>
<tr><th>3. Objectives (continued)</th><th colspan="4">4. Results (continued)</th></tr>
<tr><td></td><td></td><td>Result to Date</td><td>Variance or Projected Var.</td><td>Unit Cost</td></tr>
<tr><td rowspan="2">b. Record 3,152 film showings by MRC</td><td>b.</td><td>1,634</td><td>+4%</td><td>$3.84*</td></tr>
<tr><td></td><td colspan="3">Activity Summary: A special lunchtime film series in the fall helped boost MRC totals for film showings.</td></tr>
<tr><td rowspan="2">c. Record 19,336 film showings by system</td><td>c.</td><td>8,961</td><td>-7%</td><td>$3.84*</td></tr>
<tr><td></td><td colspan="3">Activity Summary: The inability to purchase new and replacement projectors for member libraries may have accounted, in part, for lower than anticipated performance.</td></tr>
<tr><td rowspan="2">d. Record film attendance of 100,477 by MRC</td><td>d.</td><td>52,847</td><td>+5%</td><td>$ .27**</td></tr>
<tr><td></td><td colspan="3">Activity Summary: See 4b above</td></tr>
<tr><td rowspan="2">e. Record film attendance of 428,747 by system members</td><td>e.</td><td>201,311</td><td>-6%</td><td>$ .27**</td></tr>
<tr><td></td><td colspan="3">Activity Summary: See 4c above</td></tr>
<tr><td rowspan="2">f. Distribute 150 copies of updated film catalog</td><td>f.</td><td>-0-</td><td>-0-</td><td>$ 12.53***</td></tr>
<tr><td></td><td colspan="3">Activity Summary: Catalog is being printed.</td></tr>
</table>

* Film showing statistics for MRC and members were combined to arrive at unit cost figure.

** Film attendance statistics for MRC and members were combined to arrive at unit cost figure.

***Includes labor and printing costs.

5. Significant developments:

Plans to purchase two projectors for new member libraries and ten replacement projectors for existing system members were delayed due to bid problems with the City Purchasing Department. As of the end of the first half of SFY 1986 the system was still awaiting delivery of this equipment.

SFY 1986 saw the initiation of a Christmas film circuit which made more films available to more libraries than was formerly the case when these films were only available on a spot-booking basis. Christmas film circuit films accounted for 1,842 showings and 8,408 attendance during the holiday season. These results were up 24% and 27% respectively from last year's totals.

The policy of continuing to increase the size of the rotating film packets was in evidence in the first half of SFY 1986. Two films were added to each packet in September, bringing the total to 20. Plans are to add two more in March, for a total of 22 films per packet.

The Audiovisual Committee of TTLS met twice during the first half of SFY 1986. At the first meeting, new films were previewed and revisions to system film policies discussed. At the second meeting the Committee made budget recommendations to the Planning Committee for film services in SFY 1987.

INSTRUCTIONS

Disadvantaged Services Report

The Disadvantaged Services Report form is designed to satisfy the reporting requirements of the Department of Education in identifying those areas of the system program of service which impact disadvantaged groups in the state. The report is to be submitted annually, by September 25th, according to your contract. Systems are encouraged to provide copies to system advisory council and planning committee members and to other librarians and citizens who might request them.

Specific instructions for the two sections of the Disadvantaged Services Report are as follows:

1. Summary of System Activities Impacting the Disadvantaged:

   Briefly summarize, using only the space provided, the activities of your system in the preceding year which impacted the disadvantaged. You should note any special circumstances which arose in the course of these activities. You should also note whether your activities increased or decreased over the previous year. Following the narrative summary, you should indicate the total amount of system funds expended in activities impacting the disadvantaged. This total should match the total of the "Expenditures" column in Section 2.

2. Specific Activities by Target Group and Project:

   System activities impacting the disadvantaged are to be categorized by target group and system project, and listed in Section 2 along with the amounts expended and the results for each.

   Descriptors used under the "Target Group" heading should match the main (underlined) headings in the following list. Because these descriptors correspond to specific and distinct priorities of the Library Services and Construction Act, other descriptors should not be used. Subheadings under some of the descriptors are provided to clarify the meaning of the descriptor. Do not, however, use the subheading as a descriptor in Section 2, but only the main heading.

   The target group descriptors are as follows:

   1. Persons Without Public Library Services
      a. Persons in unserved counties.
      b. Other rurally-isolated persons.

   2. Culturally Disadvantaged
      a. Young adults.
      b. Mentally ill (not institutionalized).
      c. Deinstitutionalized.
      d. Single parent families.
      e. Drug abusers.
      f. Alcohol abusers.
      g. Delinquents (not institutionalized).
      h. Abused or neglected young adults, preschoolers, or children.

3. Socioeconomically Disadvantaged
    a. Migrant Workers.
    b. Unemployed.
    c. Women.
    d. Low income persons.

4. Educationally Disadvantaged
    a. Children of socioeconomically disadvantaged adults.
    b. Preschoolers of socioeconomically disadvantaged adults.
    c. Those in need of adult education or coping skills.
    d. Developmentally disabled (learning disabled, retarded, etc.).

5. Physically Handicapped

6. Institutionalized

7. Limited English-Speaking

8. Elderly

9. Persons in Need of Information and Referral Services

10. Functionally Illiterate Persons

In using these descriptors in Section 2 you may abbreviate if you wish.

The column headed "System Project" should reference the cost center in your contract under which the service to a targeted group was provided (e.g., "Collection Development," "Film Services").

The column headed "Expenditures" should break down expenditures for each activity into expenditures of state funds and expenditures of federal funds. Please total these two sub-columns separately at the bottom of the column. Please do not include expenditures of local library funds on services to targeted groups in the Disadvantaged Services Report.

The "Project Result" column of Section 2 should provide a brief statement of what resulted from the activity listed (e.g., "1,500 circulations to rurally-isolated," "500 student hours in literacy classes," "3 films on improving job hunting skills purchased").

For answers to questions relating to the Disadvantaged Services Report, you are encouraged to consult with Jim Scheppke or Pat Smith (512/475-4119).

JS:bc
2-22-85
3008 DSR

DISADVANTAGED SERVICES REPORT: SFY 1986

System ______________________________

Date Submitted ______________________________

1. Summary of System Activities Impacting the Disadvantaged:

Total Expended ____________________

2. Specific Activities by Target Group and Project:

Target Group	System Project	Expenditures		Project Result
		LSCA	State	
a.				

2. Specific Activities (continued)

Target Group	System Project	Expenditures LSCA	 State	Project Result

E X A M P L E

DISADVANTAGED SERVICES REPORT: SFY 1986

System Texas Tumbleweed Library System

Date Submitted September 15, 1986

1. Summary of System Activities Impacting the Disadvantaged:

TTLS serves a region in which 42% of the population is of Spanish origin. Many of these persons could be considered disadvantaged as indicated by high poverty rates. It is estimated that 6.4% of the population of TTLS is limited English-Speaking. Six counties in TTLS had unemployment rates in excess of 9% in July, 1986, with two counties having rates as high as 17% and 21%. Accordingly, TTLS makes an effort to target many of its projects to serve the disadvantaged. In SFY 1986 consultations with member libraries serving predominantly low income and limited English-Speaking populations resulted in four visits at a cost of $416. A workshop entitled "Selecting Spanish-language Materials" was presented on March 23, 1985 at which 13 system libraries were represented. Seven Spanish-language films were added to system collections at a cost of $2,488. In addition, Spanish-language books totaling $34,611 in cost were purchased with system funds. In other services to the disadvantaged, TTLS provided books-by-mail service to the rurally-isolated residents of Mesquite County, circulating 1,183 books at a cost of $3,647. The MRC purchased $40,000 worth of library materials to support literacy training in several of their branch libraries.

Total Expended $81,302

2. Specific Activities by Target Group and Project:

	Target Group	System Project	Expenditures LSCA	Expenditures State	Project Result
a.	Socioeconomically Disadvantaged	Administration, Consulting, & CE	0	416	4 libraries consulted
b.	Limited English-Speaking	Administration Consulting & CE	0	140	13 libraries participated 84 credit hours awarded

2. Specific Activities (continued)

	Target Group	System Project	Expenditures LSCA	Expenditures State	Project Result
c.	Limited English-Speaking	Film Services	0	2,488	7 films purchased
d.	Limited English-Speaking	Collection Development	0	34,611	3,842 volumes purchased
e.	Persons without Service	Unserved County	0	3,647	1,183 books circulated
f.	Functionally illiterate	Collection Development	0	40,000	274 titles purchased
		TOTAL		$81,302	

Attachment 3

INSTRUCTIONS

Title III Project Evaluation Reports

The Title III Project Evaluation Report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the Department of Education.

b. To encourage Title III subgrantees to evaluate project results in the context of project objectives.

c. To encourage Title III subgrantees to utilize quantitative measures of their performance, and to employ quantitative evaluation techniques (e.g., variance from quantitative objectives, unit cost of quantitative objectives).

The first quarter report, covering the first three months of the state fiscal year (September 1 - November 30), is to be submitted by December 25. The second quarter report (December - February) will be due on March 25. The third quarter report (March - May) will be due on June 25. The final report, covering all 12 months of the state fiscal year (September 1 - August 31), is to be submitted by September 30. This requirement is stated in the grant contract, and failure to file evaluation reports can result in grant suspension. Subgrantees are encouraged to duplicate and distribute copies of their evaluation reports to all of the project participants and other interested parties.

Evaluation Reports are to be prepared by the Project Manager, as designated in the grant application. This is true even in cases where the Title III project is contracted, wholly or in part, to a third party (e.g., AMIGOS) or subcontracted, wholly or in part, to a third party.

Specific instructions for the five sections of the Title III Project Evaluation Report are as follows:

1. Overall objective of this project:

   State the overall project objective clearly and succinctly. You may extract this from your grant application if you wish.

2. Summary of project results:

   Briefly summarize project accomplishments, either to date, in the case of the semiannual report, or for the year, in the case of the annual report. Indicate any special circumstances which impacted the achievement of project objectives, either negatively or positively.

3. Specific project objectives:

   List specific objectives for your project. Quantitative objectives are preferred, but non-quantitative objectives may also be utilized. Objectives should be taken from your grant application, and no substantive objectives included in your application should be omitted.

4. Specific project results:

For each objective identified in Section 3, indicate the following:

a. Result to Date: This will be a number, in the case of a quantitative objective, or a brief statement, in the case of a non-quantitative objective.

b. Variance or Projected Variance: In the case of a quantitative objective, state the variance (annual report) or projected variance (semiannual report) between the project objective and the project result. The formula to be used in determining variance is as follows:

$$\frac{\text{Result, or Projected Result}}{\text{Objective}} - 1 = \text{Variance, or Projected Variance (expressed as a positive or negative percentage)}$$

You may use whatever method seems reasonable in forecasting project results for the semiannual report.

If your objective is non-quantitative you may indicate that this subsection is not applicable ("NA").

c. Unit Cost: Some objectives involving performance of a task (e.g., retrospective bibliographic conversion) or provision of a service (e.g., reference referral) lend themselves to unit costing. Unit costing involves determining how much it cost to provide one unit of service or to complete one task unit. The formula to be used in determining the unit cost of a given objective is as follows:

$$\frac{\text{Applicable costs to date}}{\text{Results to date}} = \text{Unit cost to date}$$

Applicable costs should include all those costs which were required to produce the result. Equipment costs and other capital expenditure items should not be included in the applicable costs.

If your objective does not easily lend itself to unit costing, you may indicate that this subsection is not applicable ("NA").

d. Activity Summary: Provide a brief summary of important activities relating to the given objective, including special circumstances which impacted the achievement of project objectives, or the unit cost. For the annual report, if project objectives are significantly undershot or overshot, the Activity Summary must provide an explanation of why this was the case.

5. Significant developments:

In this section you should indicate any significant accomplishments or occurences during the evaluation period which are not covered in the preceding four sections. Important adjustments in implementation methods over those described in the grant application should be noted. Any other information important to the understanding of project results to date should be provided in this section.

For assistance in completing the Title III Project Evaluation Report you are urged to call Jim Scheppke, Title III Project Manager (512/475-4119).

JS:cg/bc/jr
7/18/85
3001.23/III.INSTR1-2

TITLE III PROJECT EVALUATION REPORT: SFY 1986

First Quarter Report ☐ Third Quarter Report ☐

Project Name:____

Second Quarter Report ☐ Annual Report ☐

Submitted By:____

Date Submitted: __________________________

1. Overall objective of this project:

2. Summary of project results:

Project ______________________

Page ______ of ______

3. Specific project objectives:

a.

4. Specific project results:

Result to Date	Variance or Projected Var.	Unit Cost
a.		

Activity Summary:

Project ______________________________

Page __________ of __________

3. Objectives (continued)	4. Results (continued)

Project ______________________________

Page ________ of _______

5. Significant developments:

3001.14/TPE.1-4

EXAMPLE

TITLE III PROJECT EVALUATION REPORT: SFY 1986

First Quarter Report ☐ Third Quarter Report ☐

Second Quarter Report ☒ Annual Report ☐

Project Name: Central Texas Reference Referral Network

Submitted By: Lotta Queries, Project Manager

Date Submitted: March 15, 1986

1. Overall objective of this project:

The objective of the Central Texas Reference Referral Network is to provide a mechanism for 23 public, academic and special libraries in Travis, Hays, and Williamson Counties to refer reference questions which cannot be answered using local resources. A union list of reference materials will be prepared, to be accessed utilizing microcomputers in participating libraries. Reference questions will be referred by linking the microcomputers in an electronic mail network. After consulting the union list, the question will be referred to a library which appears to have the needed resource. Questions not answered in this way will be referred to Behemoth State Univeristy as the ultimate node in the referral network.

2. Summary of project results:

The union list of reference resources was completed by December 1 in accordance with the project timetable. Delays in purchase of microcomputer telecommunications hardware and software due to bidding difficulties forced rescheduling of the network start-up date to January 15. In the period January 15 - February 29, 603 questions were referred over the newtork. 43% of these were answered by network participants, another 39% by Behemoth State University; the remaining 18% were unanswered. The unit cost per question answered was $8.48. A network protocol was formulated by the Protocol Committee and was adopted by all participants. In addition, a day-long orientation session was conducted which drew 64 participants.

3. Specific project objectives:

a. Produce union list of reference resources by December 1, 1985.

b. Begin referral of reference questions by January 1, 1986.

c. Hold 24 meetings of the Project Management Team.

d. Hold 7 meetings of the Network Protocol Committee.

4. Specific project results:

	Result to Date	Variance or Projected Var.	Unit Cost
a.	List completed November 28, 1985	NA	NA

Activity Summary: Union listing team began work on August 1, 1985 and successfully merged 32,842 title holdings utilizing a modified Dbase III database management system. 67% of the titles were held by two or more libraries. The resulting database totaled 9,411 records accessible by subject.

b.	Referral began as of January 15, 1986	NA	NA

Activity Summary: Procurement delays meant that modems and communications software were not delivered until December 12. This put the network start-up date off by two weeks.

c.	12	0	NA

Activity Summary: The Project Management Team has been able to adhere to its schedule of meeting every other Tuesday.

d.	6	0	NA

Activity Summary: The Network Protocol Committee produced its proposed network protocol in November. The protocol has since been adopted by the governing authorities of all participating libraries. The committee plans one more meeting in July to evaluate the success of their protocol and to suggest amendments.

Project: Central Texas Reference Referral Network

Page 3 of 4

3. Objectives (continued)

e. Sponsor network orientation session to attract 55 participants.

f. Refer a total of 3,500 requests over the network by August 31, 1986.

g. Answer 50% of all reference questions in participating network libraries.

h. Answer 30% of all reference questions through referral to the reference staff at Behemoth State University.

4. Results (continued)

	Result to Date	Variance or Projected Var.	Unit Cost
e.	64	+16%	NA

Activity Summary: Noted reference authority Dr. C.I. Foundit drew a larger than expected turnout as he discussed the optimal use of shared reference resources.

	Result to Date	Variance or Projected Var.	Unit Cost
f.	603	+4%	$8.48

Activity Summary: Even with the late start, it is expected that increased use of the network throughout the remainder of the year will result in 3,638 requests by year's end, a slight increase over our goal of 3,500 requests. We anticipate the unit cost figure will drop somewhat as volume increases.

	Result to Date	Variance or Projected Var.	Unit Cost
g.	43%	NA	NA

Activity Summary: This objective (50%) has been undershot so far due to inexperience in utilizing the union list, and thus in referring questions to the appropriate libraries. Also, turnaround time stipulations have caused more requests to be referred to Behemoth State.

	Result to Date	Variance or Projected Var.	Unit Cost
h.	39%	NA	NA

Activity Summary: (see above) This percentage is expected to drop as more questions are answered among the network participants within the turnaround time parameters of the network protocol.

5. Significant developments:

The union list of reference materials utilizing Dbase III database management software was successfully adapted from software developed by Dr. U. "Harv" Access at our own Behemoth State Graduate School of Library and Information Science. Dr. Access worked with the Project Management Team and provided training to participants. This software is highly recommended for similar applications.

Librarians at some of the participating libraries have expressed concern at the difficulty they are having in matching potential referrals to reference resources as found in the database. They are often not able to determine if a given resource is a promising source of the needed information or not. The Project Management Team will study this problem in the second half of the project year. Potential solutions might be more descriptive information in the database or more continuing education concerning reference resources.

Another area for study by the Project Management Team in the next six months will be the possibility of making available database searches to participants who do not have this capability. It is hoped that microcomputer hardware and communications software already in place could be utilized for centralized database searching with remote user participation. Experienced searchers at a central site would conduct searches with remote user participation and then download the search results to the remote user's microcomputer.

An important effort in the first half of the project year was to publicize the reference referral service in participating libraries. A brochure was produced (copies attached) to notify potential users of the availability of expanded reference resources. A mailing was also done to major businesses in the three county area informing them of the availability of this expanded service and providing them with a map showing potential service locations. Press releases were run in campus newspapers and corporate newsletters in the area. Project Manager, Lotta Queries, will prepare a paper describing the project for publication in a major library publication.

Attachment 4

STANDARDIZED REPORTING FORM FOR REGIONAL SYSTEMS - 1987

Name of Reporting System: ____________________

	YEARLY TARGET AS OF 8/31/87	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
MATERIALS ACQUISITION INFORMATION:			
1. Number of Books Received	________	________	________
2. Number of 16mm Films Received	________	________	________
3. Number of Periodical Subscriptions Received	________	________	________
4. Number of Video Cassettes Received	________	________	________
5. Number of 16mm Films Leased	________	________	________
6. Number of Books Leased Commercially	________	________	________
7. Estimated Pieces of Microform Received	________	________	________
8. Other Materials Received (see definition)	________	________	________
BOOKS-BY-MAIL PROGRAM:			
9. Number of Persons Targeted	________	________	________
10. Number of Catalogs Distributed	________	________	________
11. Number of Materials Circulated	________	________	________
12. Number of Materials Purchased for Circulation to Patrons	________	________	________
FILM SERVICE:			
13. Number of Film Showings			
a) by MRC	________	________	________
b) by other libraries	________	________	________
14. Number of Persons Attending Film Showings			
a) by MRC	________	________	________
b) by other libraries	________	________	________
RESOURCE SHARING:			
15. Number of Persons Viewing Videocassettes	________	________	________

	YEARLY TARGET AS OF 8/31/87	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
RESOURCE SHARING (cont'd):			
16. Number of Persons Viewing Filmstrips			
17. Number of Books Circulated to Residents From Extension Loan, Rotating, and Circuit Collections			
18. Number of Cassettes and Art Prints Circulated to Residents			
19. Number of Materials Circulated to Residents Through Reciprocal Borrowing			
20. Number of Reference Referrals Answered			
21. Number of Lateral Interlibrary Loans Filled			
SPECIAL PROGRAMMING FOR CITIZENS:			
22. Number of Persons Attending Special Programs Sponsored by the System (excluding viewers of 16mm and 8mm films, filmstrips, and videocassettes)			
TECHNICAL ASSISTANCE TO LIBRARIANS, TRUSTEES, PUBLIC OFFICIALS AND CITIZENS			
23. Number of Workshops Held:			
a) sponsored solely by system			
b) jointly sponsored with other system(s)			
c) jointly sponsored with TSL			
24. Number of Persons Attending Workshops			
25. Number of Student Hours (number of persons attending x number of workshop hours)			
26. Number of Consultant Hours Logged During In-Person, Telephone, or Mail Consultations			
27. Number of Pieces of Publicity Distributed			
LITERACY PROGRAM:			
28. Number of Student Hours In Literacy Sessions			
29. Number of Persons Attending Literacy Sessions			

	YEARLY TARGET AS OF 8/31/87	THIS MONTH's PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
AUTOMATED SERVICES:			
30. Number of Bibliographic Records in the Data Base, as of September 1 ________			
31. Number of Bibliographic Records Added to the Data Base	________	________	________
32. Number of Bibliographic Records Deleted from the Data Base	________	________	________
33. Number of Patron Records in the Data Base, as of September 1 ________			
34. Number of Patron Records Added to the Data Base	________	________	________
35. Number of Patron Records Deleted From the Data Base	________	________	________
36. Number of Materials Circulated	________	________	________
37. Number of Lateral Interlibrary Loan Transactions Using the Automated Circulation System	________	________	________
38. Number of Reciprocal Borrowing Transactions Using the Automated Circulation System	________	________	________
39. Number of Patrons Using Public Access Microcomputers	________	________	________
40. Number of Hours Public Access Microcomputers Were Used by the Public	________	________	________

Send Completed Form For Each Month To:

Texas State Library
Systems Development Department
Box 12927/Capitol Station
Austin, Texas 78711

3008 APP.E.1-3

STANDARDIZED REPORTING FORM FOR SYSTEMS

INSTRUCTION SHEET

This form is an attempt to collect uniform statistics from all ten library systems. The information supplied on this standardized form will be used to report to the Legislative Budget Board progress made toward meeting system objectives. Please complete this form for each month of the fiscal year and submit the three forms for the preceding three months at the close of each quarter. For example, forms for September, October, and November will be due on December 31 to the State Library.

GENERAL INSTRUCTIONS FOR COMPLETING THE STANDARDIZED REPORTING FORM

- Report only whole numbers, not fractions or decimals. Round off student workshop hours, literacy training hours, etc. to the nearest whole number.

- Do not attempt to correct or amend the previous month's reporting form. If corrections are necessary, make the appropriate adjustments in the following month's report. If you desire, you can note at the bottom of the page information regarding the corrections.

- Report the statistics appropriate to the specific month being reported: For example, if you receive 1,000 books in January and 3,000 books in February, you would report 1,000 books received in January and 3,000 books received in February. There is a separate column for cumulating the data.

- Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.

- Always double-check your cumulation of this month's statistics with previous monthly statistics. Errors in cumulation will cause future reports to be inaccurate.

- Once you establish statistical targets for the year, you may not revise them. Variations from the target (either above or below the goal) should be explained in the System Evaluation Reports.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE STANDARDIZED REPORTING FORM

Lines 1-8: Number of Materials Received

Please report only materials which have actually been received at a library. Do not report materials which have been ordered since many orders are cancelled. Because we need to ensure that all materials purchased or leased with system funds are counted, report in the first months of any fiscal year those materials which were ordered and invoiced under the previous year's grant. For example, if $1,000 worth of materials ordered with the FY 1985 system grant were received in November, 1985 (during fiscal year 1986), those materials would be reported in the November, 1985 report. In this manner, we will ensure a continuous count of all materials obtained with grant funds. Be sure to include all materials purchased for the MRC and member libraries as well as materials purchased for specific projects (e.g., consulting activities), but exclude books-by-mail materials which are reported under #12.

Line 1: Number of Books Received

LIBGIS states that a monographic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, the Books In Print and the Subject Guide To Books In Print would be counted as seven volumes or seven pieces of library material.

Line 3: Number of Periodical Subscriptions

Count the number of periodical subscriptions paid for with system funds and not the number of individual issues in a periodical series.

Line 4: Number of Video Cassettes Received

Please report the number of videocassettes purchased with system funds by the MRC or member libraries.

Line 6: Number of Books Leased Commercially

Please report the number of new materials which will actually be received by each library from the commercial vendor. You can report this statistic once at the beginning of the year based on the total of each library's contract with the vendor. Do not count the "base collection" which the library has on hand at the start of the fiscal year.

Line 7: Number (Estimated) Pieces of Microform Received

Count each item of microfilm or microfiche as an individual item and report on each item. If you subscribe to NUC on microfiche, you would count each individual piece as a separate purchase. Because of the large number of microfiche in a single title such as the NUC, you may count the number of microfiche per inch and then multiply by the number of inches received. This measure would not include the microforms produced by the system, such as a COM catalog of system member holdings.

Line 8: Other Materials Received

Count any library materials (e.g., audio cassettes, art prints, filmstrips, microcomputer software for public use, etc.) which are not specified above. Exclude equipment, catalog card sets, and supply items.

Line 9: Number of Persons Targeted With Books-By-Mail

This measure should only be reported once. It would consist of the number of persons who potentially would be eligible to use this service. Usually, the service would be directed to persons residing in counties without public libraries but may include homebound persons or other special target groups in served counties.

Line 10: Number of Catalogs Distributed

Include the number of catalogs and catalog updates distributed to books-by-mail patrons.

Line 11: Number of Materials Circulated

This measure would include the number of materials circulated to books-by-mail patrons.

Lines 13-14: Number of Film Showings and Number of Persons Attending

Please include the number of film showings and the number of persons attending film programs in their appropriate columns. 16mm film showings and attendance count should be reported for all system owned films and for all films obtained with system funds. The count of film showings should include both in-house programs and out-of-library circulations. Report these statistics separately for the Major Resource Center city and other libraries.

Line 15: Number of Persons Viewing Videocassettes

Please report the number of citizens viewing videocassettes both in the library and at home. It is very desirable that libraries checking out video tapes for home viewing request that patrons report viewer count in a manner similar to 16mm films. If viewer count is simply not available, then report one circulation as one viewer; however, do not report a charge-out transaction when viewer count is available.

Line 16: Number of Persons Viewing Filmstrips

Please report the number of persons viewing filmstrips, both in the library and outside of the library.

Line 17: Number of Books Circulated to Residents from Extension Loan, Rotating, and Circuit Collections

Please report the number of times materials were circulated to citizens from rotating and extension loan collections. Such circulation statistics would include the large-print collections, Spanish language materials, and extension loan collections.

Line 18: Number of Cassettes and Art Prints Circulated to Residents

Please report the number of times cassettes and art prints circulated to citizens. Included in this measure would be out-of-library circulations by the local library.

Line 19: Number of Materials Circulated to Residents Through Reciprocal Borrowing

If your system has a reciprocal borrowing component in your plan of service, please report the number of materials loaned to residents under this component (See the note for Line #21 below). Do not report reciprocal borrowing transactions which resulted from the use of an automated circulation system purchased with system funds; report those transactions on line #38.

Line 20: Number of Reference Referrals Answered

This measure should be used to report on the number of citizen-initiated reference questions referred to the system office from the local library which are answered via the reference back-up component of the system plan of service. Do not include any questions which involve the MRC's interlibrary loan office; please report only those questions which are not answered by the ILL staff. For this measure, report only the number of requests which were filled. If one request required five items being sent to the local patron, report only one request filled. Do not report the five items on any line in this report.

Line 21: Number of Lateral Interlibrary Loans Filled

This measure should be used to report on the number of interlibrary loans which occur among the member libraries as part of a specific system program. Do not report any interlibrary loans which involve the TSLCN interlibrary loan offices.

> Note: If the material which is loaned is mailed or delivered to another library, report this under lateral interlibrary loans; if the patron of one library goes to another library and borrows an item, report this under reciprocal borrowings (Line #19 or Line #38).

Do not report lateral interlibrary loans which are charged through an automated circulation system which was purchased with system funds. (Line #37).

Line 22: Special Programming for Citizens

If the system sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, the system should report the number of persons who attended these special events. Do not count the persons in this category if they have already been reported under #14 (Number of Persons Attending Film Showings) #15 or #16 (Persons Viewing Videocassettes, Filmstrips).

Line 23: Number of Workshops Held

If a single workshop for librarians, trustees, Friends members, or public officials is held in multiple locations, then report each location as a separate workshop. A workshop on puppetry held in three locations is counted as three workshops. If a workshop is cosponsored with another system or TSL, report this on the appropriate space on the form. "Cosponsorship" implies joint planning and financing; it would not apply to cases where one system simply allows persons from another system to attend that system's workshop. Note: The system advisory council orientation sessions and conferences are to be considered as workshops. When a system reports a joint workshop, that system may report a prorated share of persons and student hours in items 24 and 25.

Line 24: Number of Persons Attending Workshops

Count all the persons attending the workshops in all the locations in which the workshop was held. Do not include in this category the number of staff persons from the system office who attend workshops, but do include MRC library staff.

If the workshop is cosponsored with another system or the State Library, then the decision should be reached in advance of the workshop as to which organization receives credit for which portion of the persons attending. It is logical that each system participating in a jointly planned and funded workshop (such as Basic Skills) will get credit for the participants from the member libraries in its system. If persons from one system attend another system's workshop which is not cosponsored, the sponsoring system should report these persons, even though they were from another system.

Line 25: Number of Student Hours

Multiply the number of contact hours (i.e., the hours in which substantive instruction is being given) by the number of persons attending the workshop. In the case of system advisory council orientation and conferences, exclude hours spent observing Commission meetings, listening to political figures, etc. Exclude system staff attending the workshop. Do not count lunch and breaks. Avoid double-counting of jointly sponsored workshops by making a prior agreement on which organization reports or how the student hours are to be prorated.

Line 26: Number of Consultant Hours Logged During In-Person, Telephone, or Mail Consultations

This measure includes the number of hours which a system staff person would spend in providing consulting services, whether in-person, by phone, or by mail. In-person consulting would include on-site visits as well as contacts made at the system office. Hours spent in preparation, research, report writing, travel, etc., should all be counted as "consultant hours." Please include consultant hours logged by all system personnel and other personnel who are doing specialized consulting. Include presentations, group sessions, and speeches, such as presentations made to a civic organization or Friends group, a commissioners' court, or to a county library association. "Telephone or mail consultations" are limited to specific requests for assistance which can be provided over the telephone or by mail. Do not include routine mailings and telephone conversations with system members to schedule appointments, discuss collection development orders, discuss film booking problems, share information, etc. Systems may continue to count the number of persons receiving consulting on their Local Objectives Report, if they wish.

Line 27: Number of Pieces of Publicity Distributed

Include the total number of pieces of promotional, public relations, and other printed materials which the system distributed. Posters, bookbags, bookmarks, brochures, flyers, news releases, bumper stickers, buttons, signs, and stationary produced or purchased by the system should be included. Do not include books-by-mail catalogs or updates.

Line 28: Number of Student Hours in Literacy Sessions.

Enter on this line the number of hours at the local library in which students and instructors are meeting in tutoring or class sessions multiplied by the number of students in attendance at that session.

Line 29: Number of Persons Attending Literacy Sessions.

Enter on this line the number of persons participating in tutoring or class sessions. This measure is not limited to the number of unique individuals; rather it is a headcount of all persons attending each session. Identify only those persons in literacy sessions at the specific locations (e.g., branch libraries) targeted by the library system's literacy program.

Line 30: Number of Bibliographic Records in the Data Base.

Identify the number of machine-readable bibliographic records representing holdings of participating libraries which are contained in your system's data base, as of the first day of the new state fiscal year (i.e., September 1). Do not include holdings records. Patron records are reported in Line #34.

Line 31: Number of Bibliographic Records Added to the Data Base.

Identify the number of machine-readable bibliographic records, representing holdings of participating libraries, your system added to the data base during the fiscal year. In this line you would enter records for all types of library materials.

Line 32: Number of Bibliographic Records Deleted from the Data Base.

Enter the number of machine-readable bibliographic records representing holdings of participating libraries which were deleted from the automated system during the year.

Line 33: Number of Patron Records in the Data Base.

Identify the number of machine-readable records of library patrons which are contained in your system's automated circulation system, as of the first day of the new state fiscal year (i.e., September 1).

Line 34: Number of Patron Records Added to the Data Base.

Identify the number of machine-readable records of library patrons which your system added to the data base during the fiscal year. In this line you would enter the number of records for all library patrons of libraries participating in the project.

Line 35: Number of Patron Records Deleted from the Data Base.

Enter the number of machine-readable records which your system deleted from the automated system during the fiscal year.

Line 36: Number of Materials Circulated.

Report in this line the number of circulation transactions recorded by your automated circulation system during the fiscal year. Include serial and film booking transactions if your circulation system has these modules. The definition of a "circulation" is a transaction which is defined as such by your circulation system and may include in-house usage, loans of variable periods, and reserves which are charged through the system.

Line 37: Number of Lateral Interlibrary Loans.

Report the number of materials loaned to other libraries which are electronically charged through the automated circulation system. Lateral interlibrary loans are those which bypass Texas State Library Communications Network (TSLCN). It is critical that no double-counting occur. If an interlibrary loan is recorded on TSLCN, it should not be reported here. If a lateral interlibrary loan occurred without the use of a system-purchased automated circulation system, report the transaction only under question #21. Lateral loans assume that the material loaned was mailed or delivered to the borrowing library; if a patron picks up the material at the lending library, include it in Line #38.

Line 38: Number of Reciprocal Borrowing Transactions.

Report on this line the number of materials loaned to patrons of other libraries as a result of the automated circulation system. Do not double-count reciprocal loans reported under question #19 of this report. Question #19 refers to reciprocal loans which occur in systems without an automated shared circulation system paid in part with state or federal funds. In order to be reported on this line, the reciprocal borrowing transaction must be electronically charged through the automated circulation system.

Line 39: Number of Patrons Using Public Access Microcomputers.

Enter on this line the number of patrons using public access microcomputers purchased with system funds in the current fiscal year or in the previous fiscal year. Patrons do not include library staff using the microcomputers for library-related tasks.

Line 40: Number of Hours Public Access Microcomputers Were Used.

Enter on this line the number of hours public access microcmputers were used by the public. Exclude hours in which the microcomputers were used by library staff for library-related applications.

LOCAL/SYSTEMS OBJECTIVES REPORT

System: ______________________________ Month: ____________________

Project Title: ______________________________________ State Fiscal Year: _______

Please include your locally determined objectives on this form.

Please note that there is no need to duplicate objectives which are included on the Standardized Reporting Form. The objectives listed on this form should be realistic, attainable, and quantified and should (1) clearly identify the proposed services; (2) state the number of service units to be provided; (3) state the time frame; (4) clearly define the target population; and (5) define the performance or workload measures for each stated objective.

At the close of each month, you should report progress made that month toward meeting your quantitative objectives in the section entitled, "Monthly Performance Report."

Please note that there must be objectives for each project for which there are no measures on the Standardized Reporting Forms. Targets may not be revised during the fiscal year; variance above or below the target should be explained in the System Evaluation Reports.

Statement of Objectives	Monthly Performance Report
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

3001.20/APP.F

Attachment 5

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

TO: State Institution Librarians DATE: September 13, 1985

FROM: Barbara S. Crosby
Continuing Education Consultant

RE: CENTRALIZED ACQUISITIONS FOR STATE INSTITUTIONS PROGRAM

The Texas State Library has money available to fund the Centralized Acquisitions for State Institutions Program. Under this program TSL allots money to each participating institution to purchase books and audio-visual materials for its resident library. Institutional Librarians select material to purchase; the State Library Technical Services Department performs all acquisition work from selecting vendors to balancing the budget.

To participate in this program, you must complete and file with the State Library two documents:

1. State Funds Expenditure Report, FY 1985
2. Survey of Library Services to Residents, FY 1985

Submitting these forms automatically earns $400 for your institution. If you report state funds expended on library materials for residents during FY 1985, your institution will receive an additional allotment determined by a matching fund grant formula.

I know that collecting the information for these forms is very difficult for some of you, and time consuming for all. I urge you to do this difficult task. The information you provide benefits the people you serve; it also becomes part of the State Library's annual report on library conditions in Texas, and that report is the basis for funding of this program and others. If you have any problems, please call me at 512/475-4110 or TexAn 822-4110.

I have enclosed two copies of each form (one for your files, one for TSL) and a Directory Information Form. I hope you will complete that and send it to me so I can keep us all informed about each other.

You will receive, in early November, notice of your allotment and instructions and forms for ordering material, if you return the completed application to me by October 15.

Please Note: Return these forms by OCTOBER 15, 1985 to:

Barbara S. Crosby, Continuing Education Consultant
Texas State Library
Box 12927/Capitol Station
Austin, Texas 78711

TEXAS
SESQUICENTENNIAL
1836-1986

AN EQUAL OPPORTUNITY EMPLOYER

Administration (512) 475-2166 (STS 822-2166)
Administrative Services (512) 475-6657 (STS 822-6657)
Archives Division (512) 475-2445 (STS 822-2445)
Data Processing (512) 475-1521 (STS 822-1521)
Division for the Blind and Physically Handicapped (512) 475-4758 (STS 822-4758)
Information Services Division (512) 475-2996 (STS 822-2996)
Library Development Division (512) 475-4119 (STS 822-4119)
Local Records Division (512) 475-2449 (STS 822-2449)
Records Management Division (512) 454-2705 —

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

STATE FUNDS EXPENDITURE REPORT
September 1, 1984 - August 31, 1985

Please report only state funds expended for library services to residents. Do not include federal funds; do not include state funds being used as matching funds for other federal programs.

If your institution expended no state funds on the resident library, put zeroes in the column below and return this form anyway. The Centralized Acquisitions program grants $400 to every institution that submits an application.

* * * * *

RESIDENT LIBRARY EXPENDITURES FOR FY 1985 FOR

____, ______________________
(Name of Institution) (City)

Salaries and Wages.	$ ____________
Books and Periodicals	$ ____________
Audiovisual Materials	$ ____________
Office Equipment.	$ ____________
Audiovisual Equipment	$ ____________
Other Expenses.	$ ____________
Contracts (please specify).	$ ____________
	____________
TOTAL	$ ____________

______________________ ______________________
NAME (signature) SUPERVISOR

______________________ ______________________
NAME (typed or printed) SUPERVISOR (typed or printed)

______________________ ______________________
TITLE TITLE

Please return one signed copy of this report by October 15, 1985 to Barbara S. Crosby, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711. Thank you for your prompt attention and cooperation.

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

SURVEY
OF
LIBRARY SERVICES TO RESIDENTS OF STATE INSTITUTIONS
September 1, 1984 - August 31, 1985

Note: To be eligible to receive an acquisitions grant for FY 1986 the institution must submit this survey to the Texas State Library by October 15, 1985.

____
NAME OF INSTITUTION

____
AGENCY

____
NUMBER OF RESIDENTS (exact figure)

____
TYPE OF FACILITY

CHARACTERISTICS OF RESIDENTS SERVED

Please check the category or categories which best describe your residents.

Mentally Retarded ________
Blind or Visually Impaired ________
Physically Handicapped ________
Deaf ________

Chronically Ill ________
Mentally Ill ________
Delinquent ________
Prisoners ________
Other (Describe) ________

Please give exact figures, or your best estimate of the number of residents who belong to the following age and ethnic groups.

Ages 0 - 4 ________
5 - 13 ________
14 - 24 ________
25 - 64 ________
65 + ________
TOTAL ________

Native American ________
Oriental ________
Black ________
White ________
Spanish-Speaking ________
Other____________ ________
TOTAL ________

I. LIBRARY SERVICES

A. Facilities

1. Does the institution operate or provide a library

   for residents? YES ____ NO ____ In what DEPARTMENT? ________

   for staff? YES ____ NO ____

   Are these separate libraries? YES ____ NO ____

2. If the institution operates a resident library, do the library's existence and purpose have any formal documentation?

   Selection policy? ____ Procedure manual? ____

   Statement of intent? ____ Other? (Specify) ________

3. Where is the library located? Bldg.________Dept. ________

4. How large is it? Number of sq. ft. ________

   Number of seats ________

B. Library Staff

1. Name of person responsible for library________
2. Title________
3. State Classification Job Title*________
4. Number of hours per week assigned to library________
5. Annual Salary________
6. Education background________
   - a) Highest grade or degree________
   - b) Number of library science credits________
7. Number of residents working in library________
8. Number of volunteers working in library________
9. Number of paid staff working in library________

*For example: Clerk III; Therapist Technician II; Librarian I.

C. Library Budget

Indicate sources of funds of the library's budget by amount.

State Funds from institution budget	$________
from school district budget	$________
from canteen funds, etc.	$________
Federal Funds (specify source)	$________
State Library Grant	$________
Monetary Donations	$________
Other (specify)	$________
TOTAL	$________

D. Library Programs/User Services

1. How frequently may residents visit the library?

____

Total hours per week library is open to residents ________

2. If some residents are not able to visit the library, how is service provided?

____

3. How do residents provide feedback on library services?

____

4. Are materials not owned requested for residents on interlibrary loan?

YES______ NO______

Number of requests per year ________________

5. Are the following library services offered to your residents?

Information and Reference Service	YES______	NO______
Library Orientation	YES______	NO______
Reader Guidance	YES______	NO______
Booklist Preparation	YES______	NO______
Book Cart and Bedside Book Delivery	YES______	NO______

6) Does the library provide the following programs for residents?

Exhibits and Displays	YES______	NO______
Book Talks to Groups	YES______	NO______
Field Trips	YES______	NO______
Summer Reading Club	YES______	NO______
Story Telling	YES______	NO______
Discussion Groups	YES______	NO______
Film or Filmstrip programs	YES______	NO______
Recorded Music Concerts	YES______	NO______
Art or Drama Activities	YES______	NO______
Current Events Programs	YES______	NO______
Puppet Shows	YES______	NO______
Others (specify)	YES______	NO______

E. Audiovisual Equipment

Please list the number of items held on the library's inventory. Do not list equipment assigned to classrooms, etc.

a) Teaching machines________

b) 16mm film projectors_____

c) Screens________________

d) Filmstrip projectors_____

e) Filmstrip viewers________

f) Cassette recorders_______

g) 8mm projectors____________

h) Slide projectors__________

i) Overhead projectors_______

j) Record players____________

k) Headphones________________

l) Videocassette players_____

m) Other (specify)___________

F. Materials Inventory

1. Monographs

a) Number of volumes at beginning of year ____________

b) Number of volumes added ____________

c) Number of volumes withdrawn ____________

d) TOTAL (a+b-c) ____________

2. Periodical Subscriptions

a) Number of current periodicals subscription titles purchased ____________

b) Number of current newspaper subscription titles purchased ____________

c) Total number of subscriptions (including duplicates) purchased ____________

d) Number of donated books used ____________

e) Number of donated periodicals used ____________

3. Non-Book Materials (Please count by physical item: reel, strip, slide, tape, etc.)

	Holdings	Number of Circulations	Number of Viewers
a) Filmstrips			
b) Film loops			
c) 16mm Films			
d) Recordings (discs and tapes)			
e) Games and toys			
f) Slides			
g) Microforms			
h) Video tapes			
i) Other (specify)			

4. Circulation

a) Audiovisual Circulation Total ____________

b) Book Circulation Total ____________

c) Periodicals Circulation Total ____________

d) GRAND TOTAL CIRCULATION ____________

II. LIBRARY NEEDS

1. Please describe what are perceived to be the greatest needs of the library program.

2. Do you have a particular need or problem you would like the Texas State Library institutional consultant to provide aid and information about?

3. When is a convenient time for the TSL consultant to visit you?

Signature of person completing this form

Printed or typed name of person completing this form

Position of person completing this form

Telephone number　　Date

DIRECTORY INFORMATION

NAME OF INSTITUTION ______________________________

MAILING ADDRESS ______________________________

____

____

TELEPHONE ______________ TEX-AN ______________

SUPERINTENDENT OF INSTITUTION ______________________________

LIBRARIAN'S SUPERVISOR OR DEPARTMENT HEAD ______________ DEPARTMENT ______________

RESIDENT/PATIENT LIBRARIAN ______________________________
(or person responsible for resident library)

BSC:bc
3-4-85
2010 GPREQ-1-9

Attachment 6 DUE 3/1/85

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

** CONTENTS **

Pages	Title
ii	Authorization for Application for System Membership
iii	Important Points
iv	Example of In-Kind Contributions Calculation
1-2	General Statistics/Information Report
3-5	Materials and Services Report
6-7	Library Board Report/Library Schedule and Hours of Service Report
8-9	Library Use Charges and Fines Report

This form is due at the Texas State Library on **March 1, 1985.** The copies should be distributed in the following manner:

- One completed form to the Library Development Division, Texas State Library, P.O. Box 12927/Capitol Station, Austin, Texas 78711.
- Second completed copy to the Coordinator in your library system office. A list of these names and addresses is found on page ii of the **Instructions to Accompany the AR/SMA** (attached).
- Third completed copy for your library's files.

If you need working copies, please photocopy or contact our office.

Please provide the following information:

Typewritten or Printed Name of Person Completing Form

Business Mailing Address

Position (Title)

City Zip Code

(Library Name)

(Area Code) Telephone Number

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

Authorization to Apply for New or Continuing System Membership

LIBRARY NAME: ________________________________ CITY: ______________________

This Authorization for Application should be completed **only** for the following reasons:

- Your library is applying for **new** membership in the Texas Library System.
- Your library wishes to **continue** its membership in the Texas Library System for the upcoming state fiscal year (SFY 1986).

All signatures are necessary. **Current** members of the Texas Library System MUST obtain all necessary signatures if they wish to **continue** their System membership during SFY 1986.

Signatures of city secretaries, county clerks, and so forth are **not** valid substitutions for the signatures of mayors, city managers, or county judges.

IF you are unable to obtain all necessary signatures before this form is due at the State Library, **THEN** send to the State Library all other pages except this Authorization and indicate approximately when the Authorization for Application will be forthcoming. After obtaining the required signatures, mail this page to the Texas State Library at your earliest convenience.

AUTHORIZATION

____

- SIGNATURE of Mayor, City Manager, or County Judge (**Circle applicable one**)

____

Typewritten or printed name above

____

- SIGNATURE of Head Librarian

____

Typewritten or printed name above

____

- SIGNATURE of Library Board Chairman

____

Typewritten or printed name above

ANNUAL REPORT/SYSTEM MEMBERSHIP
APPLICATION FORM

Points to Remember

Remember these important points while completing the Annual Report/System Membership Application Form:

- All answers should be **typewritten** or **printed.**
- All questions should be answered to the extent possible. A blank will be treated as ZERO.
- For questions that apply to your library but for which the answers are unknown, write out "NOT AVAILABLE"; for those that do not apply to your library, write out "NOT APPLICABLE" or leave the question blank; **DO NOT USE "NA."**
- Estimates should **not** be used in reporting expenditure information, but may be used as needed in the rest of the report. Simply mark estimates as "Est."
- All dollar amounts should be **rounded off** to the nearest dollar.
- **IF** you plan to include **IN-KIND CONTRIBUTIONS** on your expenditures report, **THEN** see the definition and example for calculating these amounts on the next page (iv).
- **All** pages should be returned to the State Library, including those for which your library has **no** information. Only those libraries that file an entire report will be:
  - Included in Texas Public Library Statistics for 1984 and in the Texas Almanac.
  - Eligible for System membership under the Texas Library Systems Act.
  - Eligible for federal Library Services and Construction Act grants.
- Shaded areas on any chart should **not** be completed.
- All fiscal years refer to **your library's local** fiscal year, unless otherwise indicated.
- Instructions for completing the Authorization to Apply for New or Continuing System Membership (Page ii) and the Library Use Charges and Fines Report (Pages 8 and 9 of the Form) have been included on the Authorization Page and Report Form themselves.
- See the attached copy of Instructions for the Annual Report/System Membership Application Form for more detailed directions on specific questions.

In-Kind Contributions from Local Governmental Sources

Definition: An in-kind contribution is the value of a **non-cash contribution** to the operating expenditures of a library. In-Kind Contributions are generally from the city or county; however, a library may share facilities or staff with the local school district, or with a college or university in the same community.

Example of Calculation: A library is located in a building rented by the City. The City pays the rent and the utilities. The building contains 15,000 square feet, of which the library occupies 9,000 square feet. Rent and utility bills for LFY 1984 were as follows:

Rent ($800 per month)	$ 9,600
Gas	1,100
Electricity	1,300
Telephone (regular service charge)	300
TOTAL	$12,300

Since the Library occupies 60% of the building: $\frac{9{,}000 \text{ sq. ft.}}{15{,}000 \text{ sq. ft.}} = .60$ the In-Kind Contribution of the City would be 60% of the TOTAL expenses for rent and utilities or 60% x $12,300 = $7,380.

Breaking the amounts down yields the following figures:

60% x $9,600 =	$5,760	
60% x 1,100 =	660	$1,620
60% x 1,300 =	780	
60% x 300 =	180	
	$7,380	

In this example, $1,620 would be reported in Item 14, columns (a) and (b) on Page 1 - Utilities; that is, under "Expenditures by Category" and under "Governmental In-Kind Contributions by Category." In the same manner, $5,760 would be reported in Item 15, columns (a) and (b) - Other Expenses (Rent), under both "Expenditures by Category" and under "Governmental In-Kind Contributions by Category." The total of $7,380 would be included in Expenditures from the City in Item 17(a) and in the Total at Item 20(a). This same amount ($7,380) would also be shown in 17(b) and 20(b) under "Governmental In-Kind Contributions by Source of Funds."

For further explanation of In-Kind Contributions, see pages 3 and 8 of the Instructions booklet. Remember that reporting of In-Kind Contributions is **OPTIONAL.**

General Statistics/Information Report

(See Instructions, p. 1)

1. The local fiscal year covered by this report began ______________________ and ended ______________________.
2. This is an application for _____ **new** or _____ **continuing** System membership.
   _____ This is **not** an application for System membership. (Check one)
3. Library Name ______________________ 4. County ______________________
5. Mailing Address ______________________ ______________ __________
   Street or P.O. Box # City Zip Code
6. Street Address ______________________ Phone # ________ __________
   (Only if different from mailing address) Area Code Number
7. Head Librarian's Name Miss Ms. Mr. Mrs. ______________________
   (Circle one if preferred)

NOTE: "**Not Applicable**" means the question does not relate to your library - you may leave it blank; "**Not Available**" means the data cannot be furnished.

Categories of Expenditures **(See Instructions, pp. 2-8)**	Expenditures by Category in LFY 1984 (including any governmental in-kind contributions) (a)	Governmental In-Kind Contributions by Category in LFY 1984 if reported in (a) (b)
8. Books	$	$
9. Periodicals		
10. Audiovisual Materials		
11. Salaries		
12. Fringe Benefits		
13. Equipment		
14. Utilities		
15. Other Expenses		
16. TOTAL **(Must match 20)**	$	$

Sources of Expenditures **(See Instructions, pp. 2-8)**	Expenditures by Funding Source in LFY 1984 (including any governmental in-kind contributions) (a)	Governmental In-Kind Contributions by Source of Funds in LFY 1984 if reported in (a) (b)
17. City or Cities-**see #22**, p. 2	$	$
18. County or Counties-**see #22**		
19. Other Sources		
20. TOTAL **(Must match 16)**	$	$

NOTE: **"Not Applicable"** means the question does not relate to your library - you can leave it blank; **"Not Available"** means the data cannot be furnished.

21. Of the amounts shown in 8-20, how much (if any) was from
(See Instructions, p. 8)
a. City Revenue-Sharing Funds
b. County Revenue-Sharing Funds

22. If the library received funds from a city or county **other than the one in which the library is located**, please list below the appropriate cities or counties and indicate the total of the funds received from each city or county. **(See Instructions, p. 8**; attach an additional page if necessary.)

Cities or Counties Funding the Library	Amount Received/Expended in LFY 1984
	$
	$
	$

SPECIAL GRANTS **(See Instructions, p. 9)**

23. Number of special grants received in LFY 1984

24. Total expenditures from special grants, LFY 1984 $

25. Source(s) of special grants: (Federal or State grants or private such as foundations)

EXTRAORDINARY EXPENDITURES **(See Instructions, p. 9)**

26. Total extraordinary expenditures, LFY 1984 $

27. Source(s) of extraordinary expenditures: (Check all applicable)
City
County
Other (specify below)

LIBRARY STAFFING & SALARIES AS OF JANUARY 1, 1985 **(See Instructions, pp. 10-11)**

	Number of Budgeted Positions (a)	Total Budgeted Hrs./Wk. (b)	Total Budgeted Salaries (c)	# of Budgeted Positions Requiring MLS Degrees ALA (d)	Non-ALA (e)
28. Head Librarian		hrs	$		
29. Other Librarians		hrs	$		
30. Other Professional Staff		hrs	$		
31. Technical, Clerical, and Other Support Staff		hrs	$		
32. TOTALS		hrs	$		

33. How many **full-time** employees held an **ALA-MLS degree** as of January 1, 1985?

34. Number of branches operating as of January 1, 1985 **(See Instructions, p. 11)**

35. Number of bookmobiles in use as of January 1, 1985 . . . .

36. Number of stations operating as of January 1, 1985 . . . .

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

Materials and Services Report

LIBRARY NAME: ______________________________ CITY: ________________________

NOTE: "**Not Applicable**" means the question does not relate to your library - you can leave it blank; "**Not Available**" means the data cannot be furnished.

	# of Titles (a)	# of Vols. or Items Held (b)	# of Vols. or Items Circulated (c)
37. Bookstock (Including Bound Periodicals) **(See Instructions, pp. 12-13)**		(Vols)	(Vols)
38. Uncataloged Paperbacks **(Instructions, p. 13)**		(Vols)	(Vols)
39. Unbound Periodicals **(Instructions, p. 14)**		**(Pub. Vols)**	(Items)
40. Materials on Microform **(Instructions, pp. 14-15)**		(Items)	(Items)
41. Audio Recordings **(Instructions, p. 15)**		(Items)	(Items)
42. Circulating Art Prints **(Instructions, p. 16)**		(Items)	(Items)
43. Circulating Sculpture **(Instructions, p. 16)**		(Items)	(Items)
44. Games, Puzzles, Models, Toys, etc. **(Instructions, p. 16)**		(Items)	(Items)
45. SUBTOTAL (sum of 37-44) **(Instructions, p. 16)**			

IF your library owns **none** of the materials listed on page 4, check here: ☐

Continued

Materials and Services Report (continued)

NOTE: **"Not Applicable"** means the question does not relate to your library - you can leave it blank; **"Not Available"** means the data cannot be furnished.

(Instructions, pp. 16-17)	# of Titles (a)	# of Vols. or Items Held (b)	# of Vols. or Items Circulated (c)	Total Showings/ Listenings (d)	Viewer Count (e)
46. Multimedia Kits (Instructions, p. 17)		(Items)	(Items)		
47. Filmstrips (Instructions, p. 17)		(Items)	(Items)		
48. Slides (Instructions, p. 18)		(Items)	(Items)		
49. Motion Pictures (Instructions, p. 18)		(Items)	(Items)		
50. Video Cassettes-3/4" (Instructions, p. 18)		(Items)	(Items)		
51. Video Cassettes-1/2" (Beta, VHS, etc.) (Instructions, p. 18)		(Items)	(Items)		
52. Telephone Recordings (TelMed, Dial-a-Story, etc.) (Instructions, p. 16)		(Items)			
53. Computer Programs (games, etc.) (Instructions, p. 17)		(Items)	(Items)		
54. Other Materials (Specify) __________ __________ __________ (Instructions, p. 17)					
55. SUBTOTAL (sum of 46 through 54) (Instructions, p. 18)					
56. TOTALS (for columns a and b - add SUBTOTAL from 45 to SUBTOTAL from 55) (Instructions, p. 18)					

Continued

Materials and Services Report (continued)

NOTE: **"Not Applicable"** means the question does not relate to your library-you can leave it blank; **"Not Available"** means the data cannot be furnished.

	# of Items Borrowed (a)	# of Vols. or Items Held (b)	# of Vols. or Items Circulated (c)	Total Showings (d)	Viewer Count (e)
57. Films Borrowed from Major Resource System (Instructions, p. 18)			(Items)		
58. Films Borrowed from Other Collections or Circuits (Instructions, p. 19)			(Items)		
59. Video Cassettes Borrowed from TSL and System Collections (Instructions, p. 19)			(Items)		
60. All Other Materials Borrowed from System (NOT ILL REQUESTS) (Instructions, p. 19)			(Items)		
61. SUBTOTAL (sum of 57 a, c, d, & e through 60 a, c, d, & e) (Instructions, p. 19)					
62. TOTAL (sum of subtotals in Items 45c, 55 c, d, & e through 61 c, d, & e) (Instructions, p. 19)					

63. Number of periodical subscription titles your library was receiving at the end of LFY 1984 (**See Instructions, p. 20**) . . . . ________

64. Number of reference questions **received** by your library in LFY 1984 (**See Instructions, p. 20**) . . . . ________

65. Number of reference questions **answered by your library** in LFY 1984 (**See Instructions, p. 20**) . . . . ________

66. Number of persons attending programs provided by the library in LFY 1984 (**See Step 4, Page 20 of Instructions**) . . . . ________

67. Interlibrary loan requests filled by other libraries for your library users in LFY 1984 (**See Instructions, p. 21**)
   a. Major Resource Center's Interlibrary Loan Office . . . . ________
   b. Requests filled by any other method . . . . ________

68. Total number of **materials used in** the library in LFY 1984 (**See Instructions, p. 21**) . . . . ________

69. Total number of **library visits** recorded in LFY 1984 (**See Instructions, p. 21**) . . . . ________

70. Total number of **persons registered** as library users in LFY 1984 (**See Instructions, p. 21**) . . . . ________

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM
Library Board, Schedule and Hours of Service
As of January 1, 1985
(See Instructions, pp. 22-23)

LIBRARY NAME: ______________________ CITY: ____________

71. Does your library have a library board? _____ Yes _____ No (If "No," go to #75b.)

72. Is your library board a **governing** _____ or an **advisory** _____ board? (**Check one**)

73. Name of Library Board ______________________

74. Board members are (**Check all applicable**) ______ appointed or ______ elected

by (Check all applicable)
_________ City Government
_________ County Commissioners
_________ Other

75. Name and mailing address of the following (if applicable to your library):

a. Library Board Chairman: ______________________
Mailing Address: ______________________
City: ______________________ Zip Code: __________

b. Friends President: ______________________
Mailing Address: ______________________
City: ______________________ Zip Code: __________

76. HOURS OF LIBRARY SERVICE:

Library services include the dissemination of materials and/or information by the library staff to the general public during posted or otherwise published hours of library outlets. Pre-recorded telephone services such as dial-a-story, are not to be considered library services for the purposes of this rule. (Rule 1.72 of the Rules and Regulations for the Library Systems Act, as amended by the Texas State Library and Archives Commission)

Total number of hours of library service provided by your main library, branch libraries, and bookmobiles during a regular week (do not add **duplicative** hours among branches, bookmobiles, stations, etc.) _________ hours
(See Instructions, p. 23)

77. SCHEDULE OF HOURS OF THE MAIN LIBRARY OR LIBRARY SYSTEM HEADQUARTERS
(See Instructions, p. 23) **NOTE:** If the library closes for the lunch hour, be sure to reflect this in the schedule.

REGULAR SCHEDULE		SUMMER SCHEDULE	
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
WEEKLY TOTAL		WEEKLY TOTAL	

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☐ The library has neither branches nor bookmobiles.

78. BRANCH AND/OR BOOKMOBILE INFORMATION (**See Instructions, p. 23**)

a. Branch/Bookmobile **Name** ______________________________

b. Mailing Address ____________________ City ____________ Zip Code ______

c. Street Address ____________________ Area Code _____ Telephone __________

d. Name of Branch or Bookmobile Librarian Mr. Mrs. Miss Ms. (**Circle one if preferred**) ______________________

e. Schedule of Hours

REGULAR SCHEDULE	SUMMER SCHEDULE
Sunday ____________	Sunday ____________
Monday ____________	Monday ____________
Tuesday ____________	Tuesday ____________
Wednesday ____________	Wednesday ____________
Thursday ____________	Thursday ____________
Friday ____________	Friday ____________
Saturday ____________	Saturday ____________

a. Branch/Bookmobile **Name** ______________________________

b. Mailing Address ____________________ City ____________ Zip Code ______

c. Street Address ____________________ Area Code _____ Telephone __________

d. Name of Branch or Bookmobile Librarian Mr. Mrs. Miss Ms. (**Circle one if preferred**) ______________________

e. Schedule of Hours

REGULAR SCHEDULE	SUMMER SCHEDULE
Sunday ____________	Sunday ____________
Monday ____________	Monday ____________
Tuesday ____________	Tuesday ____________
Wednesday ____________	Wednesday ____________
Thursday ____________	Thursday ____________
Friday ____________	Friday ____________
Saturday ____________	Saturday ____________

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM
Library Use Charges and Fines Report

LIBRARY NAME:____________________________________ CITY:________________

If a user's fee is charged or a fine is assessed for any of the library services listed below, please give (a) a description of the fee structure or flat rate for any individual unit of service; (b) the total revenue from each type of library service during LFY 1984; and (c) the direct recipient of the revenue (that is, who gets the money: a library account, city or county general fund, Friends group, etc.).

NOTE: **"Not Applicable"** means the question does not relate to your library - you can leave it blank; **"Not Available"** means the data cannot be furnished.

☐ The library does not charge any fees or fines.

SERVICE	CURRENT FEE STRUCTURE/ RATE OF CHARGE, 1/1/85 (a)	TOTAL REVENUE LFY 1984 (b)	DIRECT RECIPIENT (c)
79. Charge for reserving library materials			
80. Charge for use of meeting rooms			
81. Charge for replacement of lost borrowers' cards			
82. Fines for overdue library materials			
83 Charges for lost or damaged library materials			
84. Charge on materials/machine-readable data bases not owned by library, MRC, or system **and having a borrowers' fee**			
85. Charge for postage (return postage, etc.)			
86. Charge for photocopying			
87. Charge for library parking			
88. Rentals & deposits on equipment			
89. Charge for in-depth reference service on contractual basis			
90. Any other library charge or fine to residents (Specify) __________ __________ __________			

NOTE: **"Not Applicable"** means the question does not relate to your library - you can leave it blank; **"Not Available"** means the data cannot be furnished.

91. Does your library charge deposits or use fees to any of the groups below that **reside within the library's service area**? (Check **any applicable** groups)

(NOTE: IF your library has a policy of charging any of these groups a deposit or use fee, THEN submit a copy of the latest policy with this report, if it is not already on file with TSL.)

_____ New Residents
_____ Temporary Residents
_____ College Students
_____ Military

92. Does your library charge a **nonresident** fee or deposit to persons living outside the library's service area? ____YES ____NO

a. If yes, then **outside what area** (city, county, school district, etc.) are persons charged a fee for use of the library? ______________

b. Revenue received during LFY 1984 from nonresident fees: $______________

c. Recipient of the revenue: ______________

RECIPROCAL BORROWING (**NOTE: Reciprocal borrowing is an agreement between libraries that allows patrons from each library to borrow materials from the other.**)

93. Has your library entered into any reciprocal borrowing agreements with other libraries? ____YES ____NO

a. If yes, is the agreement _____formal (i.e., written) or _____informal?

b. Amount paid to other libraries under reciprocal borrowing agreements in LFY 1984: $______________

c. Revenue received from reciprocal borrowing agreements in LFY 1984: $______________

d. Number of loans to residents of other libraries under reciprocal borrowing agreements in LFY 1984: ______________

IMPORTANT: Revenue received **by your library** from any source (including fees collected as shown in Items 79-93), **which was expended** in LFY 1984, should be included in the Expenditures report section on p. 1 (Items 8-20).

94. **OPTIONAL**: Use this space, if you wish, to list or describe additional services which your library provides. (**See Instructions, p. 21**)

Attachment 7

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

To: Local Recipients of Texas State Library Grants

From: Patricia Smith, Manager, Systems Development
Library Development Division

Date: June 6, 1983

Subject: Property Inventory Procedures for Property Purchased Locally With Grant Funds from Texas State Library

Attached is Form TSL 51-12, "Property Inventory Record." All non-expendable property with a unit acquisition cost of $300 or more must be listed on the attached form and forwarded to the Texas State Library following purchase. This includes all such property purchased with program income. Property purchased with program income must be assigned a federal and/or state percentage share depending on the grant from which this income originates.

Non-expendable personal property purchased by the grant recipient, includes equipment, books, films, videocassettes, computer software, and other print and non-print library materials with an acquisition cost per unit of $300 or more. Do not co-mingle different types of media on one form; separate records need to be kept for each type of media. When State Library staff asks you to verify your inventory every two years, you will be sent one printout for equipment and furniture and different printouts for the different types of media you have acquired.

When submitting an inventory sheet for equipment and furnishings, please begin the "Property Description" column with a glossary term. In other words, a cassette tape player would be listed as "AUDIO TAPE DEVICE, Sony cassette tape player." Glossary terms are available in the attached publication. If no glossary term is appropriate, suggest one but avoid using brand names.

The column "Location of Property" identifies the site where the property is actually being used. If the property is placed in a location other than the Major Resource Center central library (e.g., branch libraries, area libraries, community libraries, etc.), fill in the name of the library having actual physical possession of the property or the library to which the property is assigned for an extended period. If the property is on a rotating circuit, then list the originating library, e.g. sponsoring MRC, as the location. Then write "packet" next to location.

(over)

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Administration	(512) 475-2166	(STS 822-2166)
Administrative Division	(512) 475-4140	(STS 822-4140)
Archives Division	(512) 475-2445	(STS 822-2445)
Information Services Division	(512) 475-2996	(STS 822-2996)
Library Development Division	(512) 475-4119	(STS 822-4119)
Division for the Blind and Physically Handicapped	(512) 475-4758	(STS 822-4758)
Records Management Division	(512) 454-2705	—

In order to lengthen the "Description" line of the property record, we eliminated two columns previously included on the property inventory forms. These columns were labeled "% State Funds" and "% Federal Funds." In virtually every case, the property is purchased from a single contract, and we can discern whether federal or state funds are used by the contract number. However, in a few cases, the expense for a property item will be shared between two contracts. If this occurs, please add a note to the form explaining the basis for allocating the cost between contracts. We have also deleted the column for "Source of Property" which previously had included the vendor, supplier, or agent directly reimbursed for the property.

It is perfectly allowable for a subgrantee to submit inventory information on another form, such as a locally computer-generated record. However, the subgrantee must continue submitting all data elements required on the attached form in order for the contract requirements to be met.

It is essential that the Grant Contract Number assigned by the Texas State Library be included on the form in the blank indicated. If there is no Manufacturer's Serial Number on each separate piece of property purchased, please include a unique inventory control number assigned locally. Please indicate the condition of new items as such under the column headed "Condition."

PS:cg
3001.9/MEMO.LRTS

Enclosures: "Property Inventory Record"
"Glossary of Property Terms"

PROPERTY INVENTORY RECORD*
(Purchase Price More Than $300.00)

1. City or County ______________________

2. Contract Number ______________________
(as assigned by Texas State Library)

3. This inventory is for: ☐ Furniture/ Equipment ☐ 16mm and 8mm Films ☐ Videocassettes ☐ Computer Software ☐ Monographs ☐ Other (please designate)
(Submit only one category of library material on each inventory form.)

Glossary Term	Description	Mfr.'s Serial # or Other Unique ID #	Purchase Price	Purchase Date (Year/Month/Date)	Location of Property	Condition/ Status
			$			
			$			
			$			
			$			
			$			
			$			
			$			
			$			
			$			
			$			

*All non-expendable personal property with a unit acquisition price of more than $300.00, including equipment, books, films, videocassettes, computer software, and other print and non-print library materials purchased by sub-grantees, must be listed and forwarded to the Library Development Division, Texas State Library, Box 12927, Capitol Station, Austin, Texas 78711 after purchase.

CL:cy
3006.1/PIR.FORM

TSL 51-12

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Attachment 8

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

To: Local Recipients of Texas State Library Grants

From: Patricia Smith, Manager, Systems Development
Library Development Division

Date: June 6, 1983

Subject: Disposition of Nonexpendable Personal Property Purchased With Grant Funds Under Contract from the Texas State Library

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property,

(over)

1836-1986

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Administration (512) 475-2166 (STS 822-2166)
Administrative Division (512) 475-4140 (STS 822-4140)
Archives Division (512) 475-2445 (STS 822-2445)
Information Services Division (512) 475-2996 (STS 822-2996)
Library Development Division (512) 475-4119 (STS 822-4119)
Division for the Blind and Physically Handicapped (512) 475-4758 (STS 822-4758)
Records Management Division (512) 454-2705 —

then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of property with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

PS:cg
3001.9/MEMO.LRTS1

Enclosure: Property Disposition Report Form

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

TO: Recipients of Texas State Library System Operations Grants

FROM: Patricia Smith, Manager, Systems Development
Library Development Division

DATE: July 15, 1985

SUBJECT: Disposition of Nonexpendable Personal Property Purchased With Grant Funds Under Contract from the Texas State Library

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property

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Administration (512) 475-2166 (STS 822-2166)
Administrative Services (512) 475-6657 (STS 822-6657)
Archives Division (512) 475-2445 (STS 822-2445)
Data Processing (512) 475-1521 (STS 822-1521)
Division for the Blind and Physically Handicapped (512) 475-4758 (STS 822-4758)
Information Services Division (512) 475-2996 (STS 822-2996)
Library Development Division (512) 475-4119 (STS 822-4119)
Local Records Division (512) 475-2449 (STS 822-2449)
Records Management Division (512) 454-2705 —

other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for

fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it without compensation to either state or federal government.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

PS/jr/3007/MEM.PI

DISPOSITION REPORT FOR PROPERTY PURCHASED WITH FEDERAL AND STATE GRANT FUNDS

1. City or County________________________

2. Contract Number____________________
(as assigned by Texas State Library)

Property Description	Mfr.'s Serial # or Other Unique ID #	Location of Property	Purchase Price	Purchase Date (Year/Month/Date)	Date of Sale	Sale Price	Other Disposition (Describe)	Reimbursement Due State Library
			$			$		$
			$			$		$
			$			$		$
			$			$		$
			$			$		$
			$			$		$
			$			$		$
			$			$		$

1. Reimbursement checks for property purchased with federal and state funds should be made payable to the Texas State Library and forwarded to this agency, unless the recipient is notified to deposit the check in a program income account for an ongoing Texas State Library grant program. A copy of the Disposition Report must accompany the check.
2. If the property had a purchase price of less than $1000 per unit, or, if the property has no further use value, no reimbursement is necessary.
3. For all property not covered by (2), the property shall be: (a) sold and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share to the sale price, or; (b) retained by the recipient for its own use and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share in the property to its current market value; or (c) transferred to another location if the Texas State Library exercises its right to transfer the property.

*These procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas State Library.

PS:cg
3006.1/DIS.FORM

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TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records you have filed with the state:

- A print-out by contract number of the property purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the audit.

- a print-out arranged alphabetically by glossary terms. This print-out should make it easier to verify the condition and location of property since all similar objects are grouped (e.g., all typewritters are listed together, etc.). The glossary, which attempts to be very general, is attached for your review. Please feel free to make suggestions to the State Library for needed additions or changes to the glossary.

By nine months from the date the guidelines are received, you should return to the State Library one print-out. The print-out to be updated should be the easiest one for you to work with. On this print-out you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

Follow character limitations mentioned elsewhere in these guidelines whenever possible.

Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory print-outs correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers, separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more than 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory print-out corresponds to the category 'Source of Property' on the Property Inventory Form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means 'the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usuable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay.'

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled '% Federal' and '% State'. Since most property was purchased with funds from a single contract, the State Library only listed on the print-out a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., '10% local').
- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that '45% state, 55% federal' funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and is currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g, not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert '0.' For example, a missing typewriter would be '0/6' since its condition is unknown. A new typewriter would be '1/0' since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If the property is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the property is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The 'Sale Price' will be the 'amount received for trade-in' which according to Education Division General Administrative Regulations (EDGAR) means the 'amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the 'amount received for trade-in is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of property with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Manager, Systems Development, Library Development Division, Texas State Library, Box 12927/ Capitol Station, Austin, Texas 78711 or call 512/475-4119. Federal Management Circular A-102, Attachment N. Property Management Standards is attached.

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT
(System Operations Grants)

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library the print-out by contract number with the status and condition for each item clearly marked.

Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records you have filed with the state:

- A print-out by contract number of the property purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the audit.

- a print-out arranged alphabetically by glossary terms. This print-out should make it easier to verify the condition and location of property since all similar objects are grouped (e.g., all typewriters are listed together, etc.). The glossary, which attempts to be very general, is attached for your review. Please feel free to make suggestions to the State Library for needed additions or changes to the glossary.

By nine months from the date the guidelines are received, you should return to the State Library the print-out by contract number. On this print-out you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

  Follow character limitations mentioned elsewhere in these guidelines whenever possible.

  Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory print-outs correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers, separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more than 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory print-out corresponds to the category "Source of Property" on the Property Inventory Form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usuable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the print-out a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").
- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and is currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g, not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If the property is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the property is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it. The proceeds from the sale of property may be retained for local use with no further obligation to either state or federal government.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Manager, Systems Development, Library Development Division, Texas State Library, Box 12927/ Capitol Station, Austin, Texas 78711 or call 512/475-4119.

TEXAS STATE LIBRARY
LIBRARY MATERIALS INVENTORY
GUIDELINES

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded library materials. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each item;
- to verify the existence, current utilization, and continued need for grant-funded materials; and
- to reconcile the property records against the audited expenditures for materials.

Library Materials Inventory
Guidelines

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable material purchased with grant funds. Local agencies must also provide inventory records for materials acquired with program income generated as a result of the grant. Non-expendable material is defined as material having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on the local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to films and other library materials. This materials report is due to the State Library within six months from receipt of these guidelines. Local agencies are to contact the State Library, Library Development Division staff if any problems arise.

If any library materials are on deposit at member libraries, the Texas State Library staff suggests that you survey the depository libraries to verify the condition and location of materials. It is not necessary that you physically verify the condition; you can rely upon the written response of the local library directors entrusted with the safekeeping of the materials.

Within the six month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records for each type of media (film, monograph, videocassette, etc.) you have filed with the state:

- A print-out by contract number of materials purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of materials listed on the inventory records with the amount of grant funds expended for tangible library materials as reported in the audit, if discretely identified.

Specific Instructions (continued)

- a print-out arranged alphabetically by title.

By six months from the date the guidelines are received, you should return to the State Library one print-out. The print-out to be updated should be the easiest one for you to work with. On this print-out you should:

- correct any erroneous information;

- furnish information pertaining to the condition or status of the materials and/or to the disposition of materials;

On the enclosed inventory forms, you should:

- add new material inventory listings which might have been omitted from the inventory records on file at the State Library.

- Follow character limitations mentioned elsewhere in these guidelines whenever possible.

The specific headings on the inventory print-outs correspond to the information requested on the inventory forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Material. This field includes the title of the film or other library material. When submitting information about monographic purchases on the property form, use full bibliographic citations, including copy numbers. Because of character limitations in the title field, this information will be truncated on the print-out which is prepared by the State Library.

Identification Number. Include in this field the unique inventory number of films, videocassettes, computer software, etc. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. For monographs, include the classification number. If possible, include the copy number in this field. If you cannot include the copy number in this field and stay within the character limitation, include the copy number in the Description of Material.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the inventory print-out corresponds to the category "Source of Material" on the inventory form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the material. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Specific Instructions (continued)

Purchase Price. The purchase or acquisition cost, according to federal regulations, means the net invoice price of the material. Other charges such as transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the material was purchased or acquired. This date may vary according to local accounting and material management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the inventory form which are labeled "% Federal" and "% State". Since most material is purchased with funds from a single source contract, the field is usually blank. The State Library only lists on the print-out a percentage if the material item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").
- the item was purchased with funds from two different contracts. For example, if a film was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant material was traded-in for new material, see Trade-In Instructions elsewhere in these guidelines.

Specific Instructions (continued)

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each each item of material listed on the inventory. The eight codes are the following:

Condition (list one for each item)

Number 0 means none of the following designations apply.

1. Number 1 means that the material is new and therefore in excellent condition.

2. Number 2 means that the material is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the material is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the material is in good condition. It is usable, but is not currently being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the material is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the material is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the material is stored (e.g, not in use). Subgrantees should indicate whether the material will be used in the immediate future or whether the material is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the material has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

Specific Instructions (continued)

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of material. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing film would be "0/6" since its condition is unknown. A new film would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each material item. If the material is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the material is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Other Disposition-Briefly Describe. If the material has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the material was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a Number 6 under the Condition-Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Material may be exchanged for replacement material if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original item is traded in, the subgrantee should file with the State Library a Disposition Form and should note that the material is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value shown on an invoice."

Policy on Disposition of Material

When non-expendable material is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the material in the project as long as there is need for the material to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the material to accomplish the purposes of the project, the recipient may use the material in connection with other library services, with priority being given to other federal or state supported library activities. When the material no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the material had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the material.

(2) The subgrantee may be directed to sell the material. If the material had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the material in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan material held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other material entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the material, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased material would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of material with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the material had a unit acquisition cost of $1,000 or more, the recipient may sell the material and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the material to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the material title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the material, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal material having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the material and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for material, when available, and the amount included on the material inventory records. The grant recipient must account to the State Library for the variance. The State Library staff will evaluate whether the variance is within acceptable range.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for material in the audit and inventory records. If you have any questions, please contact Manager, Systems Development, Library Development Division, Texas State Library, Box 12927/ Capitol Station, Austin, Texas 78711 or call 512/475-4119. Federal Management Circular A-102, Attachment N. Property Management Standards is attached.

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Attachment 9

MONITORING GUIDE: GENERAL POLICIES

The general purposes of on-site monitoring visitations to library systems by Texas State Library staff are as follows:

1. To provide the Texas State Library with first hand information about the operations and procedures of the library system;
2. To provide an opportunity for the Texas State Library staff and the Major Resource Center and system staff to discuss system goals and objectives;
3. To provide an opportunity for the Texas State Library staff, the Major Resource Center staff, and the system staff to discuss the demographic and library needs of the region and to discuss the measurable impacts of current or possible services on these needs;
4. To gather information about the procedures used by the system to record statistical progress toward meeting system objectives;
5. To gather information about the management of the system grant in such specific areas as accounting and auditing, maintaining inventory records of system property, and adherence to the terms of the system contract;
6. To gather information regarding the efficiency and effectiveness of the system program in such areas as personnel utilization, relationships of program costs to program benefits; and
7. To gather recommendations from the Major Resource Center and system staffs regarding areas in which the Texas State Library's management of the Texas Library System program should be improved;
8. To recommend to the Major Resource Center and system staffs areas in which the services and management of system grant funds should be improved.

During the visitation, the Texas State Library staff will meet with the following persons on an individual basis:

1. The Major Resource Center director
2. The Major Resource Center assistant director (if that person is directly involved and/or charged with system responsibilities)
3. The library's business manager or fiscal officer
4. The System Coordinator
5. All members of the system professional staff

6. All professional staff members of the Major Resource Center who are reimbursed in whole or part from the system grant (excluding staff who are only periodically employed as consultants)

7. All professional staff members of the Major Resource Center who supervise persons who are reimbursed in whole or part from the system grant

8. The chairman of the system advisory council

The specific agenda for the two-day visitation will be set by the Major Resource director. Approximately one hour should be set aside for each meeting with each staff person. The first meeting should be with the Major Resource Center director and the last meeting should be with the Major Resource Center director, the system coordinator, and the system advisory council chairman (if possible).

The attached questionnaire identifies those questions and topics in which the State Library staff are particularly concerned. Applicable sections of the questionnaire will be discussed with each staff person. If you have any questions about any of these areas, please feel free to contact the State Library prior to the visitation.

At the final meeting involving the State Library staff, the Major Resource Center director, and the system coordinator, the State Library staff will identify their preliminary conclusions and findings. Two weeks following the visitation, a written report will be submitted to the Major Resource Center director, the system coordinator, and the system advisory council chairman. This report will be available for others to see upon request.

ON-SITE VISITATION REPORT (SYSTEMS)

1. Name(s) of Visitation Team: ______________________________

____

2. Date(s) of Visitation: ______________________________

3. Location of Visitation: ______________________________

4. Contract Number(s): ______________________________

5. Persons Contacted During Visitation and Their Job Titles:

______________________	______________________
______________________	______________________
______________________	______________________
______________________	______________________
______________________	______________________
______________________	______________________
______________________	______________________

I. FISCAL MANAGEMENT SECTION

6. Project Budget:	Federal:	__________	Other:	__________
	State:	__________	TOTAL:	__________
	Local Match:	__________		

6a. Identify the sources of funds used as local match. These funds might either be in-kind contributions or direct contributions by the Major Resource Center.

6b. Identify any other funds which might be added to the system budget. The funds listed in the "other" category could be program income, special foundation or federal or state grants (excluding system grants), etc. Itemize these funds by source and identify the purpose for which they are expended.

7. As of the last reporting period, compare the amount of grant funds drawn down from the Texas State Library versus the amount reported as disbursed.

Amount Drawn Down: $__________ __________% of grant funds

Amount Disbursed: $__________ __________% of grant funds

Difference: $__________ __________%

8. Do the records indicate that grant funds are drawn down from the Texas State Library on a systematic basis? Give dates of requests for funds.

9. Do the expenditure reports indicate that grant funds are systematically disbursed throughout the fiscal year? Is it evident that the request for funds match the disbursement needs of the system?

Percentage disbursed (or disbursed & obligated) in the first quarter: __________

Percentage disbursed in second quarter: __________

Percentage disbursed in third quarter: __________

Percentage disbursed in fourth quarter: __________

10. Are the quarterly expenditure reports submitted on a timely basis? If not, what is the problem?

11. Are all persons involved with budgeting or financial control for system programs provided with timely information regarding system expenditures and obligations?

12. Are system cost data by project area (i.e., records of disbursements or disbursements & obligations) by specific system service area accurate?

13. Is the city financial staff monitoring grant expenditures and authorizations? Is the city staff (rather than the library or system staff) preparing grant reports?

14. Compare the amount expended by budget (expense) category in the contract against the amount budgeted.

Expense Category	Amt. Budgeted	Amt. Expended	Difference

15. Are all budget modifications to the contract in order, reflecting current funding levels and program activities, and are these modifications signed?

16. Has the system secured prior approval for all appropriate costs, such as equipment, insurance, rental of facilities, automatic data processing, and professional services?

17. Has the system provided the Texas State Library with two sets of all promotional materials produced with the grant funds?

18. Are the system promotional materials and publications marked with the appropriate disclaimer or acknowledgement cited in the contract?

19. Are financial records and other evidence pertaining to the cost incurred and revenues and other applicable credits retained for the appropriate period?

20. Are property records purchased with grant funds submitted to the Texas State Library on a timely basis? Who is responsible for the submission of these property inventory reports?

21. Have procedures been established at the system level to ascertain periodically the location and condition of system property on inventory at the State Library?

22. Does all the property purchased with grant funds appear to be in good condition and does it appear that all property is in use?

23. Does it appear that all property purchased with grant funds is listed on the inventory?

24. Itemize any property in use by the system which does not appear on the property inventory list submitted to the State Library. Is the property owned by the Major Resource Center?

25. Is there any property purchased with system funds which is used only by the Major Resource Center?

26. Does the last audit show that grant funds were expended in accordance with the Audit Manual and the contract? Do the audits reconcile with the final expenditure report?

27. Does the Major Resource Center have any outstanding refunds due to the State Library?

28. Is the amount of unobligated fund balance as of 8/31 excessive?

29. What is the indirect cost rate and basis for computing the charge?

30. Are there recommendations by the system's Fiscal Officer or MRC and system staff for improving the management of system grant funds?

31. Are there recommendations by the Texas State Library staff for improving the management of system grant funds and for ensuring compliance at the local level for all contractual provisions?

32. Have audit and expenditure reports been disseminated to advisory council and member libraries?

II. SYSTEM STAFFING

33. Identify all persons who are full-time employees of the system. Give the amount of grant funds designated for salary and for reimbursing the city for fringe benefits. Are the fringe benefits rates clearly itemized?

34. Does it appear to the Visitation Team that the system personnel is fully utilized? If not, identify the areas in which system staff are not performing adequately. Are there any areas where system staff appear to be overloaded?

35. Does the system contract with Major Resource Center staff for certain services? Are there time records (adequately documented) which reflect the percentage of time subject to reimbursement? Identify individuals under contract and the percentage of time expended on system responsibilities.

36. Are time and attendance records of system staff retained, with appropriate personnel costs assigned to system projects?

37. Who supervises the staff who are not full-time personnel? Does the supervisory pattern ensure a workable, efficient system operation?

38. Are the efforts by all persons responsible for system operations adequately coordinated? What techniques or procedures are used to ensure this successful coordination?

39. Are there current job descriptions on file at the Texas State Library for all positions fully or in part reimbursed from system funds? Do the job descriptions adequately reflect job assignments and responsibilities?

40. Are the educational requirements for each position appropriate and in accordance with the scope of job assignments?

41. Are the salaries paid to system personnel in accordance with the city's personnel classification and salary scheme?

42. Is there adequate communication regarding system problems and system operations between and among all levels of authority in the Major Resource Center?

43. Is there a clearly defined reporting channel(s) for system personnel? Is each individual involved with the system certain of the reporting channel(s)? Is there a current organization chart on file with the Texas State Library? If there are multiple reporting and authority structures, are these clearly understood and documented?

44. Are there recommendations by the Major Resource Center staff or system staff regarding ways to improve the utilization of system personnel or to improve communication and coordination of system functions?

45. Are there opportunities for the system personnel to obtain formal or informal training in order to improve their effectiveness? Cite attendance by all system staff members at such training or continuing education programs.

46. Is there provision for the systematic review and evaluation of system staff's performance? Who participates in the review?

47. What are the perceived roles of the MRC director, the system coordinator, and the system professional staff in the planning, budgeting, evaluating, and delivery of the system service program?

48. Are there recommendations by the Texas State Library staff to improve staff utilization or communication based on observation and discussions with the staff during the visitation?

III. SYSTEM SERVICES AND GOALS

(Prior to the visitation, the Texas State Library will prepare a report on the region's demographic characteristics and on the quantitative characteristics of the libraries in the region.)

49. What are the goals and the purpose of the system as articulated by members of the Major Resource Center staff and by the system staff?

50. What are the goals of the system as stated in the system's annual and long-range plan?

51. How does the MRC and system staff perceive the current program of service as impacting on these goals?

52. Are the system services impacting on the needs of the citizenry?

53. What improvements in the programs and services of member libraries are perceived by the system staff as a result of the system services? Do statistics substantiate these observations?

54. Are the system evaluation reports and Statement of Objectives submitted on a timely basis?

    Dates reports are due:

    Dates reports are received:

55. Are the statistical measures complete and appropriate to the system services? Are there statistical measures which should be retained? Is there a wide discrepancy between targeted and realized objectives?

56. What procedures are used to collect and record measures of system effectiveness?

57. Are the evaluation reports adequate and truly reflective of the problems and accomplishments of the system program? Are all activities and services evaluated by the system coordinator? If not, who is involved in preparing the reports?

58. What are the benefits of the current system program accruing to the Major Resource Center?

59. What are the benefits of the current system program accruing to the Area libraries?

60. What are the benefits of the current system program accruing to the Community libraries?

61. Is there disproportional emphasis placed on developing any particular size of library? If so, what is the reason for this emphasis?

62. What are the relative statistical benefits of each system service? Is the cost of providing the service proportional to the benefits received?

63. For any service in which the cost appears to be unduly high in terms of the benefits accrued, does the system staff recognize a problem? If so, what are the staff suggestions for improving the delivery of the service in a more cost-effective way?

64. What are the Texas State Library staff's recommendations for improving the delivery of the service in a more cost-effective way?

65. Is there adequate documentation showing that system member librarians, the system advisory council, and the lay representatives participated in the selection and development of system services?

66. Is there adequate documentation showing that system member librarians, the system advisory council, and the lay representatives participated in the evaluation of system services?

67. What is the perceived role of the system advisory council by the MRC director, the system staff, and the system advisory council?

68. What are the recommendations by the system staff and MRC director regarding the training of the system advisory council?

69. What are the suggestions of the Texas State Library staff regarding the training and delivery of information to the system advisory council?

70. How often does the system advisory council meet? Are member librarians and lay representatives invited to these meetings? Are minutes of the meetings disseminated following the meetings? To whom?

71. Are there recommendations by the MRC or system staff regarding services which are needed? Would these services be in substitution for on-going services or would they be offered if additional funding were available?

72. Are there recommendations by the Texas State Library staff regarding additional or alternative services which would better meet the needs of the region?

73. Is attention given to developing libraries which are not members of the system?

74. Is attention given to developing service in counties without public library service?

75. Is there adequate space for the system office? Are working conditions clean, safe, and conducive to a good working situation?

DISSEMINATION OF LSCA INFORMATION

The process of information dissemination provides for the distribution and review of LSCA documents, the periodic publication of program descriptions and evaluations, and the provision of information concerning cooperative multi-library endeavors to the public.

Before the Long Range Plan is submitted to the U.S. Department of Education, it is sent to the Governor's Budget and Planning Office. Since many of the state agencies have overlapping constituencies and service programs, the Budget and Planning Office annually distributes copies of all annual and long range programs required under federal law to the appropriate agencies for their review and comments.

The widest possible national distribution of all LSCA documents is through the ERIC Clearinghouse. The Long Range Plan, the Annual Program of Service and the Annual Report(s) are submitted to ERIC when final approval from the Department of Education is received.

The Library Services and Construction Act Advisory Council and the Library Systems Act Advisory Board also review the Plan. Copies are available for loan to any interested person through the Library Science Collection of the Texas State Library.

Information about the Long Range Plan has been disseminated through the State Library's publication, Texas Libraries. Articles in the Library Development Division's publication, Library Developments, are published periodically about all LSCA activities. Both publications have wide circulation throughout the state including public libraries, regional Systems Advisory Council members, consortia of state agencies, other State Libraries, branches of major public libraries, state residential institutions, academic libraries, Library Systems Act Advisory Board, LSCA Advisory Council, System Coordinators, library schools, and interested individuals and organizations.

In addition to disseminating information derived from the Long Range Plan, the State Library also seeks to provide updated information to the public on the development of programs through cooperative networks of libraries.

This information is important to ensure the effective coordination of resources of multi-type libraries, to encourage the further development of cooperative efforts and to make the public aware of the services available through such efforts. Some of the various mechanisms for dissemination include periodic articles and reports published in Texas Libraries, program descriptions published in the newsletters of the ten systems, and articles in Library Developments.

The State Library is also committed to informing the public of the services offered through cooperative programs. The dissemination of information to the public is essential in order to assure equitable and maximum use of resources. This is of particular importance in areas of Texas where programs impact on linguistically diverse user groups. Some of the mechanisms for increasing the public's awareness of available services include radio and television spots, bilingual flyers, posters, etc. produced by regional systems, and articles and reports published in Texas Libraries.

Regular meetings of system personnel will be sponsored by the State Library to ensure that system coordinators have an opportunity to exchange information about their project accomplishments and problems. In addition, attempts are made to keep the public library community apprised of significant developments in the projects through this division's publication program.

COORDINATION OF LSCA PROGRAMS WITH INSTITUTIONS OF HIGHER EDUCATION AND PUBLIC SCHOOLS

The Division of Planning and Budget in the Governor's Office sends the LSCA Annual Program of Service and the Long Range Plan to the Texas Education Agency, the Coordinating Board, Texas College and University System, and various other state agencies with educational responsibilities. Thus the agencies are informed of areas of mutual concern and given an opportunity to comment. The two agencies mentioned above, as well as the Texas Commission for the Blind, the Texas Commission for the Deaf, and the Texas Department of Mental Health and Mental Retardation have provided comments in recent years.

The Long Range Plan for Statewide Library Development makes reference to several ongoing and future multitype cooperative projects. State Library funding is provided for the Major Resource Center Bibliographic Network, which includes all types of libraries entering records into OCLC. The Interlibrary Loan network is open to public, special, and academic libraries. The Texas State Library continues to maintain and staff a Library Science Collection for statewide usage by any interested persons; specialized consulting is provided upon request to public, academic, school, and special libraries. The State Library assists in the collection, analysis, and publication of statistics from Texas' public, special, and academic libraries to assist libraries in their own planning and evaluation efforts and to provide data for long range planning by the state.

The agency facilitates, coordinates, and promotes statewide library continuing education activities, and provides specialized training for staffs of all types of libraries. Audiovisual program consultation, training, and circulation of a centralized collection are available to all public, academic and institutional libraries. Feasibility studies are proposed on development of cost-effective rapid interlibrary materials delivery systems and on inclusion of school libraries in existing interlibrary materials and information networks.

Recent examples of Title III demonstrations of multitype cooperation include:

-- a programming and materials cooperative among school and county libraries in Atascosa County

-- a model for public and school library cooperation to deliver optimal library services to disadvantaged youth in Dallas

-- resource sharing through development and distribution of computer-based public library catalogs in Hidalgo County schools and Houston schools

-- development of a shared circulation system between public and academic libraries in Victoria

-- demonstration of an interlibrary delivery system among public and academic library members in the CORAL consortium

-- a feasibility study and development of technical specifications by AMIGOS Bibliographic Council for computer-to-computer communications protocol necessary to interconnect on-line circulation systems of five large libraries within a multitype consortium

-- development of a cooperative union list of periodicals in fifteen academic libraries and the Dallas and Fort Worth Public Libraries

-- development of a machine readable data base of the holdings of public and academic libraries in the Amarillo area

-- compilation and publication of a directory of all types of libraries in the Central Texas area

-- development of a central bibliographic data base with on-line access at each participating library in Plano

-- an educational program in corrective and preventive conservation for public and academic libraries in Richardson

-- a cooperative school/public library project which serves two schools without libraries and includes services to an adult learning center in Houston

-- production of union lists of serials for libraries in the Abilene area, the San Antonio area, the East Texas region, and the West Texas region

-- enhancement of a shared automated library system to serve all types of libraries in the Panhandle region

In addition, representatives of higher education and public schools serve on both the LSCA Advisory Council and the LSA Advisory Board to assist in the formulation and evaluation of LSCA funded programs.

In its report to the Sunset Commission the Texas State Library noted that many of its services were targeted for public, academic, school, and special libraries, yet its statutory authority is limited to public libraries. The State Library asked for clarification of its role in coordinating multitype library services and pointed out that enabling legislation is required giving the State Library authority to administer and fund these services. The Sunset Advisory Commission approved draft legislation to be submitted for legislative action in the 1983 session of the Texas Legislature which would amend the current law and provide the State Library with legal authority "to aid and encourage the development of and cooperation between all types of libraries ...". This legislation was subsequently adopted by the Texas Legislature and signed by the Governor in May, 1983.

The Texas Library Association (TLA) and the Texas Council of Library Networks (TCLN) both worked for designation of the State Library as the planning agency of a statewide multitype library system. This status does not conflict with the authority of the Texas Education Agency and the Coordinating Board, Texas College and University System.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE I FUNDS

Consistent with the criteria set forth in the Texas Basic State Plan, the State-Federal Agreement, and with the maintenance of effort levels for funding of state institutional library services and for library services to the blind and physically handicapped, the Texas State Library will allocate funds for activities and projects as approved by:

(1) the Texas Legislature and Governor's Office through the Biennial Budget process

(2) the State Library and Archives Commission as approved in the LSCA Annual Program

and will allocate funds for activities and projects for which there is an identified need.

All activities and projects will be presented to the LSCA Advisory Council for their recommendations. Priority will be given to the library needs of disadvantaged persons residing in urban or rural areas with high concentrations of low-income families and in areas with high concentrations of persons of limited English-speaking ability. Because of the dispersion and high incidence of these two target groups, the LSCA Advisory Council can address this priority by assuring that projects improve the overall level of library services in the state, in addition to including various sub-projects, in some cases, which specifically target disadvantaged persons.

Administrative Policies Title I

(1) Interest earned on LSCA funds at the subgrantee level after September 1, 1978 shall be refunded to the Texas State Library. Prior to this date subgrants were made without specific provisions regarding interest on subgrants. On February 13, 1978, a clarification of applicable Federal Regulations was received from the Regional Program Officer for LSCA.

(2) For purposes of matching LSCA Title I funds and computing "Maintenance of Effort," the State Fiscal Year (September 1 through August 31 which ends during the appropriate federal fiscal year) shall be used for reporting state expenditures, and the local fiscal years ending within the calendar year immediately preceding the appropriate federal fiscal year shall be used for reporting local expenditures.

(3) All grant administration policies will be based on Office of Management and Budget Circulars A-87, A-102, and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to 34 CFR 770 (Library Services, Public Library Construction, and Interlibrary Cooperation, LSCA) and 34 CFR 76 (State Administered Programs).

(4) Established public libraries submitting applications for funding must be qualified as members in the Texas Library System; those applying for establishment grants must meet the criteria for membership as established in the Rules for Administering the Library Systems Act.

(5) A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to all contractual requirements, both fiscal and programmatic.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE II FUNDS

The following are the criteria that have been established for the evaluations of project proposals under Title II of the Library Services and Construction Act.

SUBMISSION OF APPLICATIONS: The Texas State Library will review Title II applications once each year at a specified date to be announced. All applications will be reviewed for compliance with eligibility and program priorities and the State Library will approve the maximum number of projects that can be funded depending upon the LSCA Title II funds allocated for that particular federal fiscal year.

CRITERIA FOR GRANTS:

A. Established libraries submitting applications must meet the criteria established by the Texas State Library for membership in the Texas Library System.

B. Applicants proposing to initiate service with the new facility must furnish certification that they will meet the criteria established by the Texas State Library for membership in the Texas Library System when the facility opens for service.

C. If the proposed application is for the construction, purchase, an addition to, or remodeling of a main library, the facility must meet the minimum gross square footage requirements set forth in Wheeler and Goldhor's Practical Administration of Public Libraries, 1981. However, the table below from Wheeler and Goldhor has been modified to permit construction of a facility no smaller than 5,000 square feet.

POPULATION SIZE**	GROSS SQUARE FEET PER CAPITA
Under 10,000	.7 or 5,000 sq. ft., whichever is greater.
10,000 - 34,999	.6
35,000 - 99,999	.5
100,000 - 199,999	.4
200,000 - 499,999	.35
500,000 and up	.3

** Population size will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act.

D. If a proposed facility cannot meet the minimum requirements set forth in C above, the Texas Library Association's Standards and Guidelines for Texas Public Libraries, 1983, may be used. However, no facility less than 5,000 square feet will be recommended for funding.

E. If the proposed application is for construction, purchase, remodeling or addition to a branch, the branch may be no smaller than 5,000 square feet.

F. The maximum grant award which may be applied for will be in accordance with the following table:

Population** Size	Maximum Grant for Main Library Construction or Purchase	Maximum Grant for an Addition to Existing Facility	Maximum Grant for Branch Construction or Purchase	Maximum Grant for Remodeling of Existing Facility
Under 10,000	$100,000	$ 50,000	$ -0-	$ 25,000
10,000 - 34,999	$200,000	$100,000	$ -0-	$ 50,000
35,000 - 99,999	$300,000	$150,000	$100,000	$ 75,000
100,000 - 199,999	$400,000	$200,000	$100,000	$100,000
200,000 and up	$500,000	$250,000	$100,000	$125,000

** Population size will be based upon the library's service area for State Fiscal Year 1985, as assigned under the Rules for Administering the Library Systems Act.

G. All local funds (from governmental or private sources) for construction projects must be deposited with and disbursed by the local governmental unit (i.e., city or county).

H. Applicants must show a cash match for the LSCA Title II grant at least equal to the amount of the grant. The balance of the construction project cost may include in-kind contributions, as long as applicants are able to furnish adequate documentation for computing the cost in accordance with Attachment F, Circular A-102, "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments."

I. No more than one construction project per applicant will be approved for funding.

J. There is no prohibition from awarding more than one Title II grant to libraries within a particular county, so long as the grants are awarded to different governmental entities. Members of federated library systems may apply for Title II grants. Their population will be determined as the municipal population plus a prorated portion of the county's population, as specified in Rule 1.71 of the Rules for Administering the Library Systems Act.

K. A Title II grant will not be awarded to libraries which evidenced poor performance on past state-funded Title I, Title II, and Title III projects, as measured by timely and complete adherence to all fiscal and program requirements.

L. Applicants must notify the appropriate State Planning Region or Clearinghouse of their intent to apply for a construction grant and to forward a copy of the preapplication for comment and review on same from the Region or Clearinghouse to the State Library.

M. All grant administration policies will be based on Federal Management Circular A-87, A-102, and HHS Guide OASC-10, as modified by the Uniform Grant and Contract Management Act of 1981. The grant program is also subject to federal rules and regulations in 34 CFR 770, 34 CFR 76, 34 CFR 74 (particularly Procurement Standards), 34 CFR 75.600-616 under authority of P.L. 84-597, as amended, the Library Services and Construction Act.

N. In addition to the final audit and periodical expenditure data, Title II grant recipients will be required to furnish the State Library copies of the following documents:

(1) Library Building Program, developed by the library building consultant;
(2) Site survey drawing;
(3) Soil investigation or exploration report;
(4) An opinion signed by a legal counsel describing the interest the applicant has or will have in the site and certifying that the estate or interest is legal and valid;
(5) A set of preliminary and final plans and specifications;
(6) Preliminary and final furniture, equipment, and shelving requirements;
(7) Name and address of project architect;
(8) Name and address of library building consultant;
(9) Tabulation of all bids;
(10) Copies of all contracts.

PRIORITIES FOR LIBRARY CONSTRUCTION GRANTS

The rating system, based on the four criteria, will be as follows:

1. UNSERVED COUNTY - 10 points.

The proposed construction project is in a county presently without public library service, or in a county which has established service in the past three years.

2. TYPE OF CONSTRUCTION PROJECT - 25 point maximum.

A.	Construction of a new central library facility or purchase of an existing building to be converted to a central library facility.	25 points
B.	Addition to an existing central library facility.	20 points
C.	Construction of a new branch library facility or purchase of an existing building to be converted to a branch library facility.	15 points
D.	Remodeling of an existing library building.	5 points

3. LIBRARY SPACE NEEDS - 50 point maximum.

To what extent does the combined gross square footage of existing library facilities (main, branches) fall short of the Texas Library Association standard?

A.	0 - 10 percent of standard	50 points
B.	11 - 20 percent of standard	45 points
C.	21 - 30 percent of standard	40 points
D.	31 - 40 percent of standard	35 points
E.	41 - 50 percent of standard	30 points
F.	51 - 60 percent of standard	25 points
G.	61 - 70 percent of standard	20 points
H.	71 - 80 percent of standard	15 points
I.	81 - 90 percent of standard	10 points
J.	91 - percent of standard	5 points

4. FUNDING AVAILABLE - 40 point maximum.

What percentage of the project's total estimated cost to be paid for with local funds is available at the time of preapplication?

A.	90 - 100 percent of local funding available	40 points
B.	75 - 89 percent of local funding available	30 points
C.	50 - 74 percent of local funding available	20 points
D.	25 - 49 percent of local funding available	10 points
E.	0 - 24 percent of local funding available	5 points

APPLICATION PROCEDURE

When all Preapplications for Federal Assistance have been received, the State Library staff will review them for compliance with all guidelines and instructions. Applications will then be rated. Finally, the Applications will be ranked according to the total points received.

The staff recommendation to the State Library and Archives Commission for funding of Title II preapplications will consist of the highest ranked preapplications, up to the limit of funds available. If available funds are insufficient to fully fund a proposal after the highest ranking proposals have been fully funded, the staff will enter into negotiations with the applicant in question to determine if a lesser amount would be acceptable to both parties. If either party cannot agree to the lesser amount, the staff will open negotiations with the next applicant on the ranked list. This process will be continued until all funds are awarded.

In the event that two proposals receive identical grades, and funds are not sufficient to fund both, the staff will recommend award of the funds (if sufficient) to the applicant requesting the least amount of Title II funding. If funds are insufficient to fund this proposal, the staff will enter into negotiations with the applicant as described above. Any funds remaining after an award is made to this applicant will be cause for negotiations with the other applicant in question. If these negotiations are unsuccessful, the staff will enter into negotiations with the next applicant on the ranked list.

Once the staff has determined its recommendations, the recommendations will be documented and presented to the State Library and Archives Commission. The Commission will then act upon the staff recommendations in determining the grant awards.

Following Commission action on award of the grant funds, successful applicants will be mailed the Application for Federal Assistance for Construction Programs along with instructions.

Any problems with the application will be referred by staff to the applicant. Once applications are in order, contracts will be prepared and mailed to the applicant.

If, for any reason, an application cannot be approved or a contract cannot be executed, the preapplication selection procedures described above will be utilized to award the funds to another applicant or applicants.

The following appeals procedure applies to Title II Public Library Construction grants. The procedures has been adopted by the State Library and Archives Commission.

§1.22 Appeals Procedure

(a) Subgrantees may appeal Texas State Library staff decisions in the following areas:

(1) denial of grant award;

(2) termination or suspension of grant for failure to comply with grant terms;

(3) audit exceptions;

(4) disallowance of grant expenditures;

(5) failure to give prior approval to a grant cost;

(6) procurement dispute; or

(7) any other relevant issue arising in the administration of the grant.

(b) Steps to be followed in appeals are listed in sequence:

(1) A subgrantee that wishes to appeal an adverse determination must, within 30 days after receiving such determination, submit a brief, written notice of appeal. The notice of appeal must include a copy of the agency's adverse decision, the amount in dispute, if appropriate, and a brief statement contesting the agency's decision.

(2) The Texas State Library Appeals Board must within seven days acknowledge receipt of the appeal notice. The board shall be comprised of the assistant state librarian, the fiscal officer of the Texas State Library, and a member of the Texas State Library and Archives Commission. Such member is to be appointed by the chairman of the commission.

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POLICIES AND PROCEDURES:
ALLOCATION OF TITLE III FUNDS

Title III in Texas may be utilized for operating a statewide interlibrary loan network or for demonstration grants.

Title III funds may also be made available on a discretionary basis to fund projects involving cooperation between two or more types of libraries.

These funds may also be used to fund the Major Resource Center Bibliographic Network which allows the MRC's to cooperate with other types of libraries through the shared OCLC cataloging database.

OBJECTIVE 1: OPERATE A STATEWIDE INTERLIBRARY LOAN NETWORK

1. Locate requested information and informational materials and arrange their delivery to the requesting library through the operation of an interlibrary loan network, Texas State Library Communications Network, which is a statewide system of libraries.
2. Foster and facilitate low-cost communications between and among libraries and other information facilities within the state.
3. Produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to support rapid identification, access, and referral within the state.
4. Plan and carry out programs to inform potential users of the services of the network.
5. Unique Special Collections: Designate and sustain for service to the people of the state major collections and access mechanisms for wider internal use and greater self-sufficiency within the state.

An evaluation of the project will be made based on the following criteria:

a. volume of requests by type of library

b. average response time to process a request

c. average cost to fill a request.

OBJECTIVE 2: PROVIDE MEANS WHEREBY INNOVATIVE INFORMATION SERVICES ARE MADE AVAILABLE THROUGH DEMONSTRATION GRANTS

6. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

7. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

8. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

9. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

10. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

11. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral.

12. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

13. To demonstrate low-cost communications systems between and among Texas libraries and information centers.

14. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

15. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

Rather than providing continuing operational funds, the intent of Title III is to encourage demonstrations of multitype library cooperation. Demonstration grant evaluation criteria are listed below:

1) Needs

Documentation of need and inadequacy of present responses to the need.

	Points	
a.	0 - +3	description of a significant need
b.	+1	explanation of inadequacy of current responses
c.	+1	explanation of how these needs and responses were assessed
d.	+1	description of how the proposed program will help solve the problem
e.	+1	evidence of consideration of alternative solutions, and the basis for their rejection

2) Purpose

	Points	
a.	0 - +5	clear statement of purpose for proposed program
b.	0 - +10	relevance of proposal to Title III purposes
c.	+2	program purpose clearly related to the identified needs

3) Scope

	Points	
a.	+2	clear statement of which libraries/service agencies are to be involved, and how; if applicable, letters of concurrence with projects' objectives, costs, etc.
b.	0 - +3	potential for utilizing project results in other projects (+1 fair, +2 good, +3 excellent)
c.	0 - +5	relationship of the project to other library developments; priority in scope will be given in the following order: 5 statewide 3 regional 1 local 0 insignificant relationship
d.	0 - +6	significance of the project concept for library development in Texas
e.	0 - +3	degree to which project concept is innovative

4) Budget

	Points	
a.	0 - +6	degree to which expenses for staff, equipment, and operating costs are justified and appropriate for the tasks proposed
b.	0 - +4	local in-kind support or cash support
c.	0 - +4	costs are appropriate to amount of services provided; cost per unit of service if reasonable

5) Staffing

	Points	
a.	0 - +4	project manager is already designated and well qualified
b.	0 - +3	project staffing is appropriate and justified

6) Plan of Operation

	Points	
a.	0 - +5	a timeline specifying when critical events must be completed within the grant period
b.	0 - +2	an organization chart or narrative that describes relationship of project staff to one another and to library management structure
c.	0 - +2	a description of facilities, equipment, and/or library materials, needed for the project and method of procurement: in-kind contribution, lease or purchase
d.	0 - +3	a description of the method of reporting project status to governing authority

7) Plan for Evaluation

	Points	
a.	0 - +6	measurable objectives which are appropriate
b.	0 - +2	methods of collecting performance data are reasonable and adequate

8) Publicity Plan

Points	
0 - +2	adequate plan for publicizing the results of the project

9) Other

Points	
0 - + 2	abstract of proposal is included
0 - +12	Council members may award additional points at their discretion

The above criteria will be used by the LSCA Advisory Council to evaluate Title III proposals. For several criteria, a range of points has been indicated. Where there is no range of points indicated, a proposal will be credited with all or none of the points. The total number of points is 100.

In evaluating proposals, reviewers will judge the quality of the application submitted; points will generally not be awarded for merely submitting all required proposal components.

In addition to assigning the following points to each proposal, LSCA Council members may indicate that they do not recommend funding a particular proposal regardless of the number of points it receives. If a sufficient number (generally, two-thirds) of the reviewers so indicate, the proposal will not be recommended for funding.

ADMINISTRATIVE POLICIES FOR TITLE III

A. Interest earned on LSCA funds at the subgrantee level after September 1, 1978 shall be refunded to the Texas State Library. Prior to this date subgrants were made without specific provisions regarding interest on subgrants. On February 13, 1978, a clarification of applicable Federal Regulations was received from the Regional Program Officer for LSCA.

B. All grant administration policies will be based on Office of Management and Budget Circulars A-87, A-102, and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is subject to 34 CFR 770 (Library Services, Public Library Construction, and Interlibrary Cooperation, LSCAO) and 34 CFR 76 (State Administered Programs).

C. A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to all contractual requirements, fiscal and programmatic.

D. Public libraries participating in Title III projects must be qualified as members in the Texas Library System.